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 o and employees of most private employers, state and local gove 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 Act of 1964, GENETICS Title II of the Genetic Information Nondiscrimination Act of 2008 protects religious practices where the accommodation does not impose undue hardship. promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable

as amended, protects applicants and employees from discrimination in hiring, promotion, applicants and employees from discrimination based on genetic information in hiring discharge, pay, fringe benefits, job training, classification, referral, and other aspects of promotion, discharge, pay, fringe benefits, job training, classification, referral, and employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's information and strictly limits disclosure of genetic information. Genetic information DISABILITY Title I and Title V of the Americans with Disabilities Act of 1990, as amended, members; the manifestation of diseases or disorders in family members (family medica protect qualified individuals from discrimination on the basis of disability in hiring, history); and requests for or receipt of genetic services by applicants, employees, or thei accommodation to the known physical or mental limitations of an otherwise qualified 🛮 against a person who files a charge of discrimination, participates in a discrimination idual with a disability who is an applicant or employee, barring undue hardship. AGE The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in limits for filing charges of employment discrimination. To preserve the ability of EEOC to niring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and 👚 act on your behalf and to protect your right to file a private lawsuit, should you ultimately SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil Rights U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) of 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs field office information is available at www.eeoc.gov or in most telephone directories in

includes information about genetic tests of applicants, employees, or their family **RETALIATION** All of these Federal laws prohibit covered entities from retaliating proceeding, or otherwise opposes an unlawful employment practice. WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict time need to, you should contact EÉOC promptly when discrimination is suspected: The

including information about charge filing, is available at www.eeoc.gov.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS 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, NATIONAL of employment, including the executive level ORIGIN Executive Order 11246, as amended, prohibits employment discrimination based PROTECTED VETERANS The Vietnam Era Veterans' Readjustment Assistance Act of 1974 on race, color, religion, sex, sexual orientation, gender identity, or national origin, and as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires equires affirmative action to ensure equality of opportunity in all aspects of employment. affirmative action to recruit, employ, and advance in employment, disabled veterans PAY SECRECY Executive Order 11246, as amended, protects applicants and employees—recently separated veterans (i.e., within three years of discharge or release from active duty) rom discrimination based on inquiring about, disclosing, or discussing their compensation 👚 active duty wartime or campaign badge veterans, or Armed Forces service medal veterans **RETALIATION** Retaliation is prohibited against a person who files a complaint of NDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, as discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination amended, protects qualified individuals with disabilities from discrimination in hiring, under these Federal laws. Any person who believes a contractor has violated its promotion, discharge, pay, fringe benefits, job training, classification, referral, and other nondiscrimination or affirmative action obligations under the authorities above should aspects of employment. Disability discrimination includes not making reasonable contact immediately: The Office of Federal Contract Compliance Programs (OFCCP), accommodation to the known physical or mental limitations of an otherwise qualified U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 2021 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 the employer. Section 503 also requires that Federal contractors take affirmative action the employer. Section 503 also requires that Federal contractors take affirmative action the employer. Section 503 also requires that Federal contractors take affirmative action the employer. Section 503 also requires that Federal contractors take affirmative action the employer. Section 503 also requires that Federal contractors take affirmative action the employer. Section 503 also requires that Federal contractors take affirmative action the employer. Section 503 also requires that Federal contractors take affirmative action the employer. Section 503 also requires that Federal contractors take affirmative action the employer. Section 503 also requires that Federal contractors take affirmative action the employer. Section 503 also requires that Federal contractors take affirmative action the employer. Section 503 also requires that Federal contractors take affirmative action the employer. Section 503 also requires that Federal contractors take affirmative action the employer. Section 503 also requires that Federal contractors take affirmative action the employer. Section 503 also requires that Federal contractors take affirmative action the employer. Section 503 also requires that Federal contractors take affirmative action the employer and the employer action to the employe

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

to employ and advance in employment qualified individuals with disabilities at all levels in most telephone directories under Ú.S. Government, Department of Labor.

that require equal skill, effort, and responsibility, under similar working conditions, in the the U.S. Government or Federal Government section. Additional information about EEOC

RACE, COLOR, NATIONAL ORIGIN, SEX In addition to the protections of Title VII of the which receive Federal financial assistance. Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, INDIVIDUALS WITH DISABILITIES Section 504 of the Rehabilitation Act of 1973, as prohibits discrimination on the basis of race, color or national origin in programs or amended, prohibits employment discrimination on the basis of disability in any program activities receiving Federal financial assistance. Employment discrimination is covered by or activity which receives Federal financial assistance. Discrimination is prohibited in al Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have services under such programs. Title IX of the Education Amendments of 1972 prohibits been discriminated against in a program of any institution which receives Federal financial employment discrimination on the basis of sex in educational programs or activities assistance, you should immediately contact the Federal agency providing such assistance. EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 TTY 1-877-889-5627 www.dol.gov.

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

STATE EMPLOYEE ELECTRONIC MONITORING ACT

STATE OF CONNECTICUT ELECTRONIC MONITORING NOTICE Pursuant to the requirements of Public Act 98-142, An Act Requiring Notice to recording in areas designed for the health or personal comfort of the employees or for Employees of Electronic Monitoring by Employers, state employees should safeguarding of their possessions, such as rest rooms, locker rooms or lounges. recognize that their work activities and communications may be subject to Employees should understand that their activities involving State computer electronic monitoring. "Electronic monitoring" is defined by the Act as "the equipment and computer and/or electronic documents, data and communications

for security purposes in common areas of the employer's premises which are held electronic monitoring or recording of the content of their direct telephone conversations, except as may be permitted under state and federal law THIS NOTICE SHALL BE POSTED IN A CONSPICUOUS PLACE WHICH IS READILY **AVAILABLE FOR VIEWING BY EMPLOYEES**

including e-mail and internet usage, are subject to being monitored, recorded and

reviewed. Employees should be aware that the fact that a document, data or

communication has been "deleted" by the employee does not mean that the item

cannot be monitored or retrieved and reviewed. Employees will not be subject to

PAID SICK LEAVE NOTICE **NOTICE CONNECTICUT GENERAL STATUTES**

§§ 31-57R - 31-57W - PAID SICK LEAVE

collection of information on an employer's premises concerning employees'

activities or communications by any means other than direct observation, including

the use of a computer, telephone, wire, radio, camera, electromagnetic, photo

electronic or photo-optical systems, but not including the collection of information

Employees may be subject to electronic monitoring or recording (including sound,

voice or video devices) while in State facilities and other locations where State business

is conducted, except that employees will not be subject to any such monitoring or

out for use by the public, or which is prohibited under state or federal law."

40 hours worked by a service worker up to a maximum of 40 hours per sueldo por cada cuarenta horas trabajadas por un trabajador de servicios hasta un máximo de employee benefits in order to administer paid sick leave). • No service worker shall be entitled to use more than the maximum number of accrued hours.

the following year period 580th hour of employment • from January 1, 2012, for current service workers, or

• if hired after January 1, 2012, upon the completion of the service worker's 680th hour of employment from the date of hire, unless the employer agrees to an earlier date. or the employer in the most recent complete calendar quarter. Pay Each employer shall pay each service worker for paid sick leave at a pay rate equal to the greater of either

• the normal hourly wage for that service worker, or • the minimum fair wage rate under section 31-58 of the general statutes in effect for the pay period during which the employee used paid sick leave. easons for Use of Leave A service worker may use paid sick leave for his or her own:

• illness, injury or health condition; • the medical diagnosis, care or treatment of his or her mental illness or siguientes circunstancias personales: physical illness, injury or health condition; or preventative medical care.

A service worker may use paid sick leave for a child's or spouse's: • illness, injury or health condition; the medical diagnosis, condition; or • preventative medical care

A service worker may use paid sick leave if the service worker is a victim of family violence or sexual assault: • for medical care or psychological or other counseling for physical or psychological injury or disability;

• to obtain services from a victim services organization; • to relocate due to such family violence or sexual assault;

• to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault. lotice If leave is foreseeable, the employer may require advance notice. If eave is unforeseeable, the employer may require notice as soon as practicable.

Reasonable Documentation Documentation for paid sick leave of 3 or more consecutive work days may be required service worker or the service worker's child or spouse indicating the

need for the number of days of such leave shall be considered reasonable documentation. • a court record or documentation signed by a service worker or volunteer working for a victim services organization, an attorney, a police officer or other counselor involved with the service worker shall be considered reasonable documentation for a victim of family

violence or sexual assault. Prohibition of Retaliation or Discrimination No employer shall take retaliatory personnel action or discriminate against an employee because the employee: • requests or uses paid sick leave either in accordance with the act; or • in accordance with the employer's own paid sick leave policy, as the

case may be; or • files a complaint with the Labor Commissioner alleging the employer's violation of the act Collective Bargaining Nothing in the act shall diminish any rights provided to any employee or service worker under a collective bargaining agreement effective prior to January 1, 2012. Complaint Process Any employee aggrieved by a violation of the de enero de 2012.

Human Resources office for additional information.

AVISO LEYES GENERALES DEL ESTADO DE CONNECTICUT §§ 31-57R 31-57W - LICENCIA POR ENFERMEDAD CON GOCE DE SUELDO

Each employer with 50 or more employees based on the number of Los empleadores con 50 ó más empleados, con base en el número de empleados que employees ón its payroll for the week containing October 1, shall provide 🛾 existan en la nómina de la semana que tenga el 1 de octubre, proporcionarán licencia por paid sick leave annually to each of its service workers in the state. The paid enfermedad con goce de sueldo anualmente a cada uno de sus trabajadores de servicios sick leave shall accrue beginning January 1, 2012 for current employees, or 🛾 en el estado. La licencia por enfermedad con goce de sueldo se acumulará a partir del 19 for a service worker hired after January 1, 2012, beginning on the service de enero de 2012 para empleados actuales, o para un trabajador de servicios contratado Accrual The accrual is at a rate of one hour of paid sick leave for each Acumulación La acumulación es a razón de una hora de licencia por enfermedad con goce de

year (the employer shall choose any 365 day period used to calculate cuarenta horas por año del calendario (el empleador deberá elegir el periodo de 365 días a usarse para calcular los beneficios del trabajador a pagarse por la licencia por enfermedad). • Ningún trabajador de servicios tendrá derecho a usar más del número máximo de horas acumuladas. Carry Over Each service worker shall be entitled to carry over up to Remanente Cada trabajador de servicios tendrá derecho a transferir hasta cuarenta horas no 40 unused accrued hours of paid sick leave from the current year period to usadas de licencia por enfermedad con goce de sueldo del periodo del año del calendario

actual al siguiente periodo del año del calendario. Use of Paid Sick Leave A service worker shall be entitled to the use Uso de licencia por enfermedad con goce de sueldo Un trabajador de servicios tendrá of accrued paid sick leave upon the completion of the service worker's derecho al uso de la licencia por enfermedad acumulada al cumplir el trabajador de servicios seiscientos ochenta horas de empleo. • a partir del 1° de enero de 2012, para trabajadores de servicios actuales, o • si es contratado después del 1º de enero de 2012, al cumplimiento de seiscientos

ochenta horas de empleo por el trabajador de servicios desde la fecha de contratación, a menos que el empleador conceda una fecha más temprana. A service worker shall not be entitled to the use of accrued paid sick leave Un trabajador de servicios no tendrá derecho al uso de licencia por enfermedad con goce de f such service worker did not work an average of 10 or more hours a week sueldo si dicho trabajador no hubiese trabajado un promedio de diez o más horas por semana para el empleador durante el más reciente trimestre completo del calendario. uneración Cada empleador pagará a cada trabajador de servicios la licencia por enfermedad a una tasa salarial igual al mayor de, ya sea: • el salario normal por hora de dicho trabajador de servicios, o • la tasa del salario mínimo justo bajo la sección 31-58 de las leyes generales vigentes para

el período de pago durante el cual el empleado utilizó la licencia por enfermedad con goce de sueldo. Razones para el uso de licencia Un trabajador de servicios puede usar licencia por enfermedad con goce de sueldo para las

• enfermedad, lesión o condición de salud; • el diagnóstico, atención o tratamiento de su enfermedad mental o física, lesión o condición de salud; o

• atención médica preventiva. • care or treatment of a mental or physical illness, injury or health Un trabajador de servicios puede usar licencia por enfermedad con goce de sueldo para las siguientes circunstancias de un hijo o cónyuge: • enfermedad, lesión o condición de salud; • el diagnóstico, atención o tratamiento de una enfermedad mental o física, lesión o

> condición de salud; o atención médica preventiva Un trabajador de servicios puede usar licencia por enfermedad con goce de sueldo si el trabajador de servicios es víctima de violencia familiar o agresión sexual: • para atención médica o consejería psicológica o de otro tipo por heridas físicas o

> psicológicas o discapacidad. • para obtener servicios de una organización de servicios a víctimas; • para mudarse debido a tal violencia familiar o agresión sexual; • para participar en cualesquier procedimientos civiles o criminales relacionados con, o resultantes de tal violencia familiar o agresión sexual. tificación Si la licencia es previsible, el empleador puede exigir notificación previa. Si la

• documentation signed by a health care provider who is treating the licencia es imprevisible, el empleador puede exigir notificación lo más pronto practicable. imentación razonable Documentación para licencia por enfermedad con goce de sueldo de tres o más días laborales consecutivos puede ser requerida. • Documentación firmada por un proveedor de servicios de salud que esté tratando a trabajador de servicios o al hijo o cónyuge del trabajador de servicios indicando la necesidad para el número de días de dicha licencia se considerará documentación razonable. • Un acta de tribunal o documentación firmada por un trabajador de servicios o voluntario trabajando para una organización de servicios a víctimas, un abogado, un agente de policía u otro consejero que esté interviniendo con el trabajador de servicios se considerará documentación razonable para una víctima de violencia familiar o agresión sexual. bición de represalia o discriminación Ningún empleador tomará acción de persona

en represalia ni discriminará contra un empleado debido a que el empleado: hubiese solicitado o usado licencia por enfermedad con goce de sueldo en conformidad • en conformidad con las propias normas del empleador sobre licencia por enfermedad con goce de sueldo, según sea el caso; o hubiese registrado una queja con el Comisionado de Trabajo alegando una violación de la ley de parte del empleador. ciación colectiva Nada en la Ley disminuirá ningún derecho concedido a cualquier agreement, or preempt or override the terms of any collective bargaining empleado o trabajador de servicios bajo un acuerdo de negociación colectiva, ni reemplazará

ni invalidará los términos de cualquier acuerdo de negociación colectiva vigente antes del 16 provisions of the act may file a complaint with the Labor Commissioner. Proceso de queja Cualquier empleado con motivo de queja por una violación de las Upon receipt of any such complaint, said Commissioner may hold a provisiones de la ley puede registrar una queja con el Comisionado de Trabajo. Al recibo de nearing. After a hearing, the Commissioner may assess a civil penalty or cualquier tal queja, dicho comisionado podrá celebrar una audiencia. Después de una audiencia, el Comisionado podrá imponer una multa civil o conceder otro alivio.

This is not the complete Paid Sick Leave law. Please contact your Esta no es la Ley de Licencia por Enfermedad con Goce de Sueldo completa. Por favor comuníquese con Recursos Humanos para información adicional. Fecha de vigencia: 1/1/15

SEXUAL HARASSMENT

SEXUAL HARASSMENT IS ILLEGAL and is prohibited by MMISSION ON HUMAN RIGHTS AND OPPORTUNITIES The Connecticut Discrimination Employment Practices Act, Promoting Equality and Justice for all People and Title VII of the Civil Rights Act of 1964

Sexual harassment means: "Any unwelcome sexual advances or requests for sexual avors or any conduct of a sexual nature when (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

individual's work performance or creating an intimidating, hostile or offensive working environment." ndividuals who engage in acts of sexual harassment may be subject to civil and

(3) Such conduct has the purpose or effect of substantially interfering with an

Examples of Sexual Harassment Unwelcome sexual advances

harassment

Remedies For Sexual Harassment Cease and desist orders Suggestive or lewd remarks Back pay Unwanted hugs, touches, or kisses Compensatory damages Requests for sexual favors Hiring, promotion or Retaliation for complaining about sexual **Emotional distress damages** Derogatory or pornographic posters, cartoons or drawings

Connecticut law requires that a written complaint be filed with the Commission within 300 days of the date the alleged harassment for events occurring on or after October 1, 2019. For harassment occurring before October 1, 2019, complaints must be filed within 180 days of the harassment. If you feel you have been discriminated against, contact the Connecticut Commission on Human Rights and Opportunities

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT





Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.
- This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHAsupported consultation programs in every



USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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 perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice of 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

you have not been separated from service with a disqualifying discharge or under other than honorable conditions. f you are eligible to be reemployed, you must be restored to the job and benefits u 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 If you: • are a past or present member of the uniformed service; • have applied for nbership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you: • initial employment; • reemp retention in employment;
 promotion; or
 any benefit of employment, because of this status. of USERRA rights, including testifying or making a statement in connection with a

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

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 inue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. Even if you don't elect to continue coverage during your military service you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses 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 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 request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation, You may also bypass the VETS process and bring a civil action against an employer

Publication Date — April 2017 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 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 Office of Special Counsel

PAYDAY NOTICE

Regular Paydays for Employees of

Shall be as follows Other Bi-Weekly

FEDERAL MINIMUM WAGE

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

The law requires employers to display this poster where employees can readily see it. OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked over 40 in a workweek. ILD LABOR An employee must be at least 16 years old to work in most nonfarm 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 work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work

IP CREDIT Employers of "tipped employees" who meet certain conditions may

claim a partial wage credit based on tips received by their employees. Employers ust 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 nimum hourly wage, the employer must make up the difference. URSING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime irements 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 the public, which may be used by the employee to express breast milk. ORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or

hours restrictions. Different rules apply in agricultural employment.

Civil money 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 olation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or dischargi workers who file a complaint or participate in any proceeding under the FLSA. ADDITIONAL INFORMATION Certain occupations and establishments are exempt from the minimum wage d/or overtime pay provisions.

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply with both. Some employers incorrectly classify workers as "independent contractors difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly sified 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 WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR -866-487-9243 TTY: 1-877-889-5627

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed form W-4 with your employer did you... Marry or divorce? Gain or lose a dependent? Change your name Were there major changes to... Your nonwage income (interest, dividends, capital Your family wage income (you or your spouse started or ended a job)? Your itemized deductions

 Your tax credits If you can answer "YES"... 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 Calculator Department of the Treasury at www.irs.gov/individuals on the IRS web site.

Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please FAN IDC Cat. No. 11047P Internal Revenue Service www.irs.gov

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.

NOTICE Connecticut General Statutes §§ 46a-60(a), (b)(7), (d)(1) **Pregnancy Discrimination and** Accommodation in the Workplace

related to an employee or job applicant's pregnancy, childbirth or related conditions, including lactation **Prohibition of Discrimination** No employer may discriminate against an employee or job applicant because of her pregnancy, childbirth or other related conditions (e.g., breastfeeding or expressing milk at work).

Prohibited discriminatory conduct includes Terminating employment because of pregnancy, childbirth or related condition Denying reasonable leave of absence for disability due to pregnancy (e.g., doctor prescribed bed rest during 6-8 week recovery period after birth)* Denying disability or leave benefits accrued under plans maintained by the employer

Failing to reinstate employee to original job or equivalent position after leave Limiting, segregating or classifying the employee in a way that would deprive her of employment opportunities Discriminating against her in the terms or conditions of employment *Note: There is no requirement that the employee be employed for a certain length of time prior to being granted job protected leave of

absence under this law. Reasonable Accommodation An employer must provide a reasonable accommodation to an Employee or job applicant due to her pregnancy, childbirth or needing to breastfeed or express milk at work. Reasonable accommodations include, but are not limited to:

 Being permitted to sit while working More frequent or longer breaks Periodic rest Assistance with manual labor Job restructuring Light duty assignments

Modified work schedules

Prohibited discriminatory conduct includes:

Time off to recover from childbirth (prescribed by a Doctor, typically 6-8 weeks Break time and appropriate facilities (not a bathroom) for expressing milk Denial of Reasonable Accommodation No employer may discriminate against employee or job applicant by denying a reasonable accommodation due to pregnancy.

Temporary transfers to less strenuous or less hazardous work

 Failing to make reasonable accommodation (and is not an undue) hardship)** Denying job opportunities to employee or job applicant because of request for reasonable accommodation Forcing employee or job applicant to accept a reasonable accommodation when she has no known limitation related to pregnancy or the accommodation is not required to perform the essential duties of job Requiring employee to take a leave of absence where a reasonable

accommodation could have been made instead **Note: To demonstrate an undue hardship, the employer must show that the accommodation would require a significant difficulty or expense in light of its circumstances. **Prohibition of Retaliation** Employers are prohibited from retaliating against an employee because of a request for reasonable accommodation. Notice Requirements Employers must post and provide this notice to

all existing employees by January 28, 2018; to an existing employee within 10 days after she notifies the employer of her pregnancy or related conditions; and to new employees upon commencing employment. **Complaint Process** CHRO Any employee aggrieved by a violation of these statutes may file a complaint with the Connecticut Commission on Human Rights and Opportunities (CHRO). Complainants have 180 days from the date of the alleged act of discrimination, or from the time that you reasonably became aware of the discrimination, in which to file a complaint. It is illegal

CHRO main number: 860-541-3400 CHRO website: www.ct.gov/chro/site/default.asp CHRO link "How to File a Discrimination Complaint": http://www.ct.gov/chro/taxonomy/v4_taxonomy. asp?DLN=45570&chroNav=|45570|

for anyone to retaliate against you for filing a complaint.

DOL Additionally, women who are denied the right to breastfeed or express milk at work, or are discriminated or retaliated against for doing so, may also file a complaint with the Connecticut Department DOL phone number: 860-263-6791

For English: http://www.ctdol.state.ct.us/wgwkstnd/form/dol-80%20fillable.dog http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80S%20fillable-Spa.doc

por embarazo y adaptación en el lugar de trabajo Covered Employers Each employer with more than 3 employees must Empleadores contemplados en estas leyes Cualquier empleador que

comply with these anti-discrimination and reasonable accommodation laws tenga más de 3 empleados debe cumplir estas leves antidiscriminación y de adaptación razonable relativas al embarazo, parto o condiciones relacionadas incluida la lactancia de una empleada o solicitante de empleo. Se prohíbe la discriminación Ningún empleador puede discriminar a una empleada o solicitante de empleo debido a su embarazo, parto u otras condiciones relacionadas (por ej., amamantar a su bebé o extraerse leche

> embarazo (por ei., que el médico hava recetado descanso en cama durante el periodo de recuperación de 6 a 8 semanas después del parto)* Negar las prestaciones por discapacidad o por permiso de ausencia acumuladas conforme a los planes que el empleador mantenga No reincorporar a la empleada a su puesto de trabaio original o a un puesto equivalente después de su ausencia Limitar, segregar o clasificar a la empleada de forma tal que la prive de oportunidades de empleo Establecer términos o condiciones de empleo que discriminen a la empleada

*Nota: No hay requisito alguno de que la empleada deba prestar sus servicios al empleador durante un cierto periodo antes de que se le otorque el permiso de ausencia con protección del empleo de acuerdo con esta lev. Adaptación razonable El empleador debe proporcionar una adaptación razonable a una empleada o solicitante de empleo debido a su embarazo. a su parto o a que necesite amamantar a su bebé o extraerse leche materna en el trabaio. Eiemplos de adaptaciones razonables incluven, entre otros

 Pausas más frecuentes o más largas Descanso periódico Avuda con el trabajo manual Reestructuración del trabaio Asignaciones de trabajo ligero

 Tiempo libre para recuperarse del parto (recetado por un médico, por lo general entre 6 v 8 semanas) Pausas e instalaciones adecuadas (no en un baño) para extraerse leche materna Negación de la adaptación razonable Ningún empleador habrá de discriminar a una empleada o solicitante de empleo negándole una

Transferencias temporales a tareas menos extenuantes o menos peligrosas

 No proporcionar una adaptación razonable (y que no represente una penuria excesiva para el empleador)* Negar oportunidades de trabajo a una empleada o solicitante de empleo debido a la petición de contar con una adaptación razonable Forzar a la empleada o solicitante de empleo a que acepte una adaptación razonable cuando ella no tiene una limitación conocida relacionada con el embarazo o cuando no se necesita tal adaptación para que realice las tareas esenciales de su trabaio

de ello se le pudo haber provisto una adaptación razonable *Nota: Para demostrar una penuria excesiva, el empleador debe presentar evidencia de que la adaptación supondría una dificultad o gasto considerables tomando en cuenta sus circunstancias. Se prohíbe tomar represalias Los empleadores tienen prohibido tomar represalias contra una empleada debido a la petición de disponer de una adaptación razonable.

a cualquier empleada dentro de los 10 días posteriores al momento en el que notifique al empleador de su embarazo o condiciones relacionadas, y a las nuevas empleadas cuando inicien su relación laboral. Procedimiento de presentación de quejas CHRO Cualquier empleada periudicada por la inobservancia de estas leves podrá presentar una queia ante la Comisión de Derechos Humanos y Oportunidades (Commission on Human Rights and Opportunities, CHRO) de Connecticut. Las denunciantes tienen 180 días a partir de la fecha del presunto acto de discriminación, la discriminación, para presentar una queja. Es ilegal que alguien tome

Número principal de la CHRO: 860-541-3400 Sitio web de la CHRO: www.ct.gov/chro/site/default.asp Enlace de la CHRO sobre "Cómo Presentar una Queja por Discriminación": http://www.ct.gov/chro/taxonomy/v4 taxonomy. asp?DLN=45570&chroNav=|45570|

http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80%20fillable.doc En español http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80S%20fillable-Spa.doc

DISCRIMINATION **DISCRIMINATION IS ILLEGAL** Connecticut law prohibits discrimination in **EMPLOYMEN**

age • ancestry • color • genetic information • learning disability • marital status • past or present history of mental disability • intellectual disability • national origin • physical disability • race • religious creed • sex, including pregnancy, sexual harassment, transgender status, gender identity or expression, sexual orientation or civil union status • workplace hazards to reproductive systems • criminal record (in state employment and recruiting • hiring • referring • classifying • promoting • advertising • discharging • training • laying off • compensating • terms and conditions

employers • employment agencies • labor organization Connecticut law prohibits discrimination in **HOUSING & PUBLIC ACCOMMODATIONS** On the basis of:

identity or expression, sexual orientation or civil union status • use of a guide dog/training a guide dog • Veteran status services rendered the public • rentals and sales of public and private housing Connecticut law prohibits discrimination in **CREDIT TRANSACTIONS**

age • ancestry • blindness • color • learning disability • marital status • intellectual disability • national origin • physical disability • race • religious creed • sex, transgender status, gender identity or expression, sexual orientation or civil union status • Veteran status loans • mortgages • any credit transactions If you believe you have experienced illegal discrimination, the CT Commission on Human Rights will investigate without cost to you. It is illegal for anyone to retaliate against you for filing a complaint.

For assistance contact: Connecticut Commission on Human Rights & Opportunities TDD 350 Fairfield Avenue, Bridgeport, CT 06604 203-579-6246 Southwest Region: 55 West Main Street, Suite 210, 203-805-6579 Waterbury, CT 06702

> 860-541-3400 This notice provides general information about Connecticut law and is not to be considered as equivalent of the complete text

WORKERS' COMPENSATION

NOTICE TO EMPLOYEES State of Connecticut Workers' Compensation Commission

> office for this workplace is located at: **Telephone:** Public Act 17-141 allows an employer the option to designate

If your employer has listed a location below, you MUST file your compensation claim there. When filing your claim, you are also required - by law - to send it by certified mail. If blank below, ask your employer where to file your claim.

and post - "in the workplace location where other labor law

posters required by the Labor Department are prominently

displayed" and on the Workers' Compensation Commission's

website [wcc.state.ct.us] – a location where employees must

City/Town Telephone Zip Code

Revised 10-01-2017

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 can take up *Special "hours of service" requirements apply to airline flight crew employer to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons: 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 or placement); • To care for the employee's spouse, child, or parent who has a qualifying serious health Employees do not have to share a medical diagnosis, but must provide enough information For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
For qualifying exigencies related to the foreign deployment of a military member who perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform s the employee's spouse, child, or parent. An eligible employee who is a covered servicemember's spouse, child, parent, or next of or certified. Employers can require a certification or periodic recertification supporting the kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for need for leave. If the employer determines that the certification is incomplete, it must

he servicemember with a serious injury or illness. An employee does not need to use provide a written notice indicating what additional information is required. leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an for leave is for a reason that may qualify under the FMLA, the employer must notify the employer's normal paid leave policies. identical to it with equivalent pay, benefits, and other employment terms and conditions. someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA. ELIGIBILITY REQUIREMENTS An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must: 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

UNEMPLOYMENT COMPENSATION

REQUIRED UNEMPLOYMENT POSTER

All liable employers must display a poster furnished by this

copy of the form does not relieve the employer of the obligation

to register. Employers can register by completing the appropriate

Unit at 860-263-6550.

_Camera (including hidden cameras)

MINORS LINDER 18 YEARS OF AGE EMPLOYED BY THE STATE

THE APPLICABLE MINIMUM WAGE.

EMPLOYMENT - SEE SECTION 31-60-6.

OR POLITICAL SUBDIVISION THEREOF MAY BE PAID 85% OF

MINORS UNDER 18 YEARS OF AGE EMPLOYED IN AGRICULTURE

MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE.

MINORS FMPI OYFD BY AGRICULTURAL FMPI OYFRS WHO DID

NOT, DURING THE PRECEDING CALENDAR YEAR, EMPLOY

EIGHT OR MORE WORKERS AT THE SAME TIME SHALL BE PAID

A MINIMUM WAGE OF NOT LESS THAN 70% OF THE MINIMUM

WAGE AS DEFINED IN SECTION 31-58. MINORS IN OTHER

incentive pay plans, including commissions and

(a) Definitions. For the purpose of this regulation, "piece

rates" means an established rate per unit of work performed

without regard to time required for such accomplishment.

"Commissions" means any premium or incentive

compensation for business transacted whether based on per

centum of total valuation or specific rate per unit of

accomplishment. "Incentive plan" means any method of

compensation, including, without limitation thereto,

the conditions established as part of the working agreement,

his services in accordance with an incentive plan in such

form as to enable such compensation to be translated

(1) When an employee is compensated solely at piece

rates he shall be paid a sufficient amount at piece rates

to yield an average rate of at least the minimum wage

for each hour worked in any week, and the wage paid

to such employee shall be not less than the minimum

hour worked on piece rate for that work week, and the

wage paid to such employee shall not be less than the

(3) When an employee is employed at a combination of

hourly rate and piece rate for the same hours of work

(i.e., an incentive pay plan superimposed upon an

hourly rate or a piece rate coupled with a minimum

hourly guarantee), the employee shall receive an

average rate of at least the minimum wage an hour for

each hour worked in any week and the wage paid to

such employee shall be not less than the minimum

(1) When an employee is compensated solely on a

of at least the minimum wage per hour for each hour

ommission basis, he shall be paid weekly an average

month in full. When earnings are derived in whole or in such.

defined herein, the employee shall receive weekly at

least the minimum wage per hour for each hour

worked in the work week, and the balance earned shall

Sec. 31-60-2. Gratuities as part of the minimum fair

For the purposes of this regulation, "gratuity" means a

(a) Unless otherwise prohibited by statutory provision or

by a wage order, gratuities may be recognized as

constituting a part of the minimum fair wage when all of

(1) The employee shall be engaged in an employment

though payment is made more frequently, and

(3) Each employer claiming credit for gratuities as part

provide substantial evidence that the amount claimed,

which shall not exceed the allowance hereinafter

provided, was received by the employee. For example,

a statement signed by the employee attesting that

wages received, including gratuities not to exceed the

amount specified herein, together with other

less than the minimum wage per hour for each hour

worked during the pay period, will be accepted by the

commissioner as "substantial evidence" for purposes of

this section, provided all other requirements of this and

other applicable regulations shall be complied with.

salesperson; learners and apprentices, their number,

proportion and length of service; and piece rates in

relation to time rates; and shall recognize, as part of the

minimum fair wage, gratuities in an amount (1) equal to

twenty-nine and three-tenths per cent, and effective

ninimum fair wage per hour, and effective January

commissioner may provide, in such regulations,

modifications of the minimum fair wage herein established

for learners and apprentices; persons under the age of

eighteen years; and for such special cases or classes of

[This regulation defines a "physically or mentally

handicapped person" as a person whose earning capacity

is impaired by age or physical or mental deficiency or

injury and provides guidelines for a modification of the

(a) For the purposes of this regulation, "minor" means a

person at least 16 years of age but not over 18 years of

age. To prevent curtailment of employment opportunities

Sec. 31-60-6. Minors under the age of 18.

the following provisions are complied with:

remuneration for hiring purposes and

for each work week or part thereof of employment.

(c) Piece rates in relation to time rates:

wage for each hour worked.

wage for each hour worked.

be settled at least once monthly

minimum wage for each hour worked.

but shall be subject to the limitation hereinafter set forth.

Sec. 31-60-1. Piece rates in relation to time rates or Sec. 31-60-7. Learners.

commissions, piece rate, bonuses, etc., based upon the Sec. 31-60-9. Apparel.

employee's worksite.

REQUESTING LEAVE Generally, employees must give 30-days' advance notice 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 the employer's usual procedures. to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to the employer if the need for leave is for a reason for which FMLA leave was previously taken EMPLOYER RESPONSIBILITIES Once an employer becomes aware that an employee's need mployer may require, use of accrued paid leave while taking FMLA leave. If an employee employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of substitutes accrued paid leave for FMLA leave, the employee must comply with the rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be ENEFITS & PROTECTIONS While employees are on FMLA leave, employers must designated as FMLA leave, and if so, how much leave will be designated as FMLA leave. continue health insurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly and Hour Division, or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law An employer may not interfere with an individual's FMLA rights or retaliate against or collective bargaining agreement that provides greater family or medical leave rights. For additional information or to file a complain 回器回 1-866-4-USWAGE



EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from which is more restrictive with respect to lie detector tests. using lie détector tests either for pre-employment screening or during the course **EXAMINEE RIGHTS** 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 **PROHIBITIONS** Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons. or discriminating against an employee or prospective employee for refusing to take a **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and test or for exercising other rights under the Act.

EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the assess civil penalties against violators. Employees or job applicants may also bring their

> WAGE AND HOUR DIVISION DEPARTMENT OF LABOR

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

pulling all-nighters with health insurance questions? Nothing is more important than your health. Under Connecticut law you have rights in health insurance –it's important to know what they are. The Office of the Healthcare Advocate can help you understand your rights, and assist with appeals. Learn more by contacting us

at 866.HMO.4446 or ct.gov/oha. There's help. Call 1.866.HMO.4446



agency to inform workers that their employer is covered by the Connecticut Unemployment Compensation Law (UC-8). All employers of one or more persons (full or part-time) must register by filing an Employer Status Report. Failure to receive a

forms which can be obtained by calling the Employer Statu A free service of the State of Connecticut ct.gov/oha ELECTRONIC MONITORING DEVICES

Monitoring of employee's activities or communications; Photo electronic __Computer

If you have any questions regarding this notice contact: (Company Representative) The Connecticut Department of Labor provides this sample poster as a public service

CONNECTICUT MINIMUM WAGE

CONNECTICUT

In accordance with §31-48d of the Connecticut General Statues, this will serve as notice that this employer may engage in the following types of Electronic

DEPARTMENT OF LABOR WAGE AND WORKPLACE

STANDARDS DIVISION

minimum wage unless permission has been received from

the Labor Commissioner through an application process.]

occupation which is not apprenticeable.

Sec. 31-60-8, Apprentices

charge upon the employee.

Sec. 31-60-10. Travel time.

recognized department or subdivision thereof, and [This regulation contains the requirements to apply to the includes the customary and regular direction of the work of Labor Commissioner for a subminimum rate in an two or more other employees therein, shall be deemed to meet all of the requirements of this section. (b) "Salary basis" means a predetermined amount paid [Under this regulation, apprentices duly registered by the for each pay period on a weekly or less frequent basis, Connecticut State Apprenticeship Council of the Labor regardless of the number of days or hours worked, which Department may not be employed at less than the amount is not subject to reduction because of variations

in the quality or quantity of the work performed, and

amount of results produced, where the payment is in For the purpose of this regulation, "apparel" means Connecticut General Statutes. accordance with a fixed plan by which the employee uniforms or other clothing supplied by the employer for becomes entitled to the compensation upon fulfillment of use in the course of employment but does not include articles of clothing purchased by the employee or clothing usually required for health, comfort or convenience of the (b) Record of wages. Each employer shall maintain records employee. An allowance (deduction) not to exceed \$1.50 of wages paid to each employee who is compensated for per week or the actual cost, whichever is lower, may be

permitted to apply as part of the minimum fair wage for the maintenance of wearing apparel or for the laundering (B) Deductions may be made for one or more full readily into terms of average hourly rate on a weekly basis and cleaning of such apparel when the service has been days if the employee is absent for personal reasons performed. When protective garments such as gloves, other than sickness or accident, boots or aprons are necessary to safeguard the worker or (C) Deductions may be made for one or more full prevent injury to an employee or are required in the days of sickness or disability provided the deduction interest of sanitation, such garments shall be provided and paid for and maintained by the employer without

(a) For the purpose of this regulation, "travel time" means General Statutes; (2) When an employee is compensated at piece rates that time during which a worker is required or permitted (D) Deductions may be made for absences of less for certain hours of work in a week and at an hourly rate to travel for purposes incidental to "a performance of his than one full day taken pursuant to the federal for other hours, the employee's hourly rate shall be at employment but does not include time spent traveling family medical leave act, 29 USC 2601 et seg., or the least the minimum wage and his earnings from piece from home to his usual place of employment or return to Connecticut family and medical leave act, section rates shall average at least the minimum wage for each home, except as hereinafter provided in this regulation. 31-51kk et seq., of the Connecticut General Statutes, (b) When an employee, in the course of his employment, is as permitted by 29 CFR 825.206 or by section required or permitted to travel for purposes which inure 31-51qq-17 of the regulations of Connecticut state

> employee's earnings below the minimum fair wage. (c) When an employee is required to report to other than his usual place of employment at the beginning of his other employees. work day, if such an assignment involves (2)(A) No deduction of any kind shall be made for any travel time on the part of the employee in excess of that part of a workweek absence that is attributable to: ordinarily required to travel from his home to his usual place of employment, such additional travel time shall be requirements of the employer; considered to be working time and shall be paid for as

(2) When an employee is paid in accordance with a plan (d) When at the end of a work day a work assignment at (iii) temporary military leave providing for a base rate plus commission, the wage other than his usual place of employment involves, on the paid weekly to the employee from these combined part of the employee, travel time in excess of that sources shall equal at least an average of the minimum ordinarily required to travel from his usual place of wage an hour for each hour worked in any work week. employment to his home, such additional travel time shall salary during the week of such absence. All commissions shall be settled at least once in each be considered to be working time and shall be paid for as (3) No deduction shall be made for an absence of less than one full day from work unless: part on the basis of an incentive plan other than these Sec. 31-60-11. Hours worked. (A) The absence is taken pursuant to the federal family

during which an employee is employed or permitted to work, whether or not required to do so, provided time allowed for meals shall be excluded unless the employee voluntary monetary contribution received by the is required or permitted to work. Such time includes, but employee from a guest, patron or customer for service shall not be limited to, the time when an employee is equired to wait on the premises while no work is provided by the employer. Working time in every instance shall be computed to the nearest unit of 15 minutes. (b) All time during which an employee is required to be on call for emergency service at a location designated by the employer shall be considered to be working time and shall the time that an employee is absent from work, in which gratuities have customarily and usually be paid for as such, whether or not the employee is provided the employee receives payment in an constituted and have been recognized as part of his actually called upon to work. amount equal to his guaranteed salary. (c) When an employee is subject to call for emergency (4) No deduction of any kind shall be made for an (2) The amount received in gratuities claimed as credit service but is not required to be at a location designated for part of the minimum fair wage shall be recorded on by the employer but is simply required to keep the a weekly basis as a separate item in the wage record, employer informed as to the location at which he may be

> authorization directly or indirectly and assigned to duty. working time shall begin when the employee is notified of his assignment and shall end when the employee has completed his assignment. Sec. 31-60-12, Records. (a) For the purpose of this regulation, "true and accurate (B) the performance of functions in the administration of a

contacted or when an

(a) For the purpose of this regulation, "hours worked"

include all time during which an employee is required by

the employer to be on the employer's premises or to be on

authorized allowances, represents a payment of not (1) His name (2) his home address; (3) the occupation in which he is employed: (4) the total daily and total weekly hours worked. showing the beginning and ending time of each

> work period, computed to the nearest unit of 15 (5) his total hourly, daily or weekly basic wage; (6) his overtime wage as a separate item from his basic (7) additions to or deductions from his wages each pay period: (8) his total wages paid each pay period; (9) such other records as are stipulated in accordance

with sections 31-60-1 through 31-60-16;

working certificates for minor employees (sixtee

January 1, 2009, equal to thirty-one per cent of the be maintained and retained at the place of minimum fair wage per hour, and effective January 1 employment for a period of 3 years for each 2014, equal to thirty-four and six-tenths per cent of the emplovee. The labor commissioner may authorize the 2015, and ending on June 30, 2019, equal to thirty-six and nance of wage records and the retention of both wage and hour records as outlined either in whole or in part at a place other than the place of employment when

(1) works an undue hardship on the employer without

place of employment either

materially benefiting the inspection procedures of the labor department, or (2) is not practical for enforcement purposes. Where other than the place of employment, a record of to meet all of the requirements of this section. total daily and weekly hours worked by each (b) "Salary basis" [refer to Section 31-60-14.] employee shall also be available for inspection in five cents per hour in any other industry, and shall also nnection with such wage records recognize deductions and allowances for the value of c) In the case of an employee who spends 75% or more of board, in the amount of eighty-five cents for a full meal his working time away from his employer's place of business and forty-five cents for a light meal, lodging, apparel or and the maintaining of time records showing the beginning other items or services supplied by the employer; and and ending time of each work period for such employee other special conditions or circumstances which may be either imposes an undue hardship upon the employer or usual in a particular employer-employee relationship. The exposes him to jeopardy because of his inability to control

cases as the commissioner finds appropriate to prevent employee in his own behalf and the time entries made by curtailment of employment opportunities, avoid undue he employee shall be used as the basis for payroll records. (d) The employer shall maintain and retain for a period of By years the following information and data on each individual employed in a bona fide executive, administrative or professional capacity. (2) his home address;

(3) the occupation in which he is employed; (4) his total wages paid each work period; (5) the date of payment and the pay period covered by Sec. 31-60-14. Employee in a bona fide Executive capacity.

(a) For the purposes of section 31-58 (f) of the general statutes, as amended, "employee employed in a bona fide executive capacity" means any employee (1) whose primary

duty consists of the management of the enterprise in which

he is employed or of a customarily recognized department or subdivision thereof; and (2) who customarily and for minors, and to provide a reasonable period during therein; and (3) who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight; and (4) who customarily and regularly exercise discretionary powers; and (5) who does not devote more than twenty percent, or, in the case does not devote as much as forty percent, of his hours of years, except emancipated minors, shall be not less than provided this subdivision shall not apply in the case of an eighty-five per cent of the minimum fair wage for the first employee who owns at least twenty percent interest in the ninety days of such employment, or ten dollars and ten enterprise in which he is employed; and (6) who is any of their branches and who is actually engaged in the cents per hour, whichever is greater, and shall be equal to compensated for his services on a salary basis at a rate of

the minimum fair wage thereafter, except in institutional not less than **four hundred dollars per week** exclusive of training programs specifically exempted by the board, lodging, or other facilities, except that this practice of medicine and is engaged in an internship or subdivision shall not apply in the case of an employee in resident program pursuant to the practice of medicine or training for a bona fide executive position as defined in this any of its branches, or in the case of an employee employee such record shall be in complete compliance with the instruction or training is provided. Any trainee program so deemed to meet all of the requirements of this section. requirements of section 31-66 of the general statutes and approved may be terminated at any time by the labor commissioner upon proper notice, if he finds that the

intent of the program as approved has not been carried

Standards Division

out. An employee who is compensated on a salary basis at a rate of not less than **four hundred seventy-five dollars**

absence of less than one week which results from a disciplinary suspension for violating ordinary rules of employee conduct. required by his employer to be subject to call but is of the minimum fair wage paid to any employee shall contacted by his employer or on the employer's

> discretion and independent judgement; and (3) (A) who regularly and directly assists a proprietor, or an employee ployed in a bona fide executive or administrative capacity, as such terms are defined in section 31-60-14 and 31-60-15, or (B) who performs under only general supervision work along specialized or technical lines requiring special training, experience or knowledge, or (C who executes under only general supervision special assignments and tasks; and (4) who does not devote more twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours worked in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (3), inclusive, of this section; and (5)(A) who is compensated to eighteen years). True and accurate records shall for his services on a salary or fee basis at a rate of not less than four hundred dollars per week exclusive of board, lodging, or other facilities, or (B) who, in the case of academic administrative personnel, is compensated for his services as required by subparagraph (A) of this subdivision or on a salary basis which is at least equal to the entrance salary for teachers in the school system or educational it is demonstrated that the retention of such records at the

performance of work described in subdivision (1) of this section, which includes work requiring the exercise of permission is granted to maintain wage records at discretion and independent judgement, shall be deemed (c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather

> employed in a bona fide professional capacity" means any employee (1) whose primary duty consists of the performance of: (A) work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectua instruction and study, as distinguished from a general academic education and from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes, or (B) work that is original and creative in character in a recognized field of artistic endeavor, as

> opposed to work which can be produced by a person

imparting knowledge while employed and engaged in this activity as a teacher certified or recognized as such in the school system or educational establishment or institution by which he is employed; and (2) whose work requires the consistent exercise of discretion and judgement in its performance; and (3) whose work is predominantly intellectual and varied in character, as opposed to routine mental, manual, mechanical or physical work, and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time: and (4) who does not devote more than twenty percent of his hours worked in the workweek to activities which are not an essential part of and necessarily incident to the work described in subdivision (1) to (3) inclusive, of this section; and (5) who is compensated for his **hundred dollars per week** exclusive of board, lodging, or other facilities; provided this subdivision shall not apply in the case of an employee who is the holder of a valid license or certificate permitting the practice of law or medicine or practice thereof, or in the case of an employee who is the

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

(Company Name

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

repeated violation of the minimum wage or overtime pay provisions of the law

when they are actually employees under the FLSA. It is important to know the

To any of these questions or you owed extra tax when indicate where they can get forms and informatio you filed your last return, you may need to file a new on this subject. See your employer for a copy of Form W-4 or call the

PREGNANCY DISCRIMINATION NOTIFICACIÓN Secciones 46a-60(a), (b)(7), (d)(1) de las Leves Generales de Connecticut Discriminación

> materna en el trabajo). La conducta discriminatoria prohibida incluve: • La terminación del empleo debido a embarazo, parto o condición relacionada Negar un permiso de ausencia razonable por discapacidad debido a

 Permitirle estar sentada mientras trabaia Horarios de trabaio modificados

adaptación razonable debido a su embarazo. La conducta discriminatoria prohibida incluve:

o a partir del momento en el que se dé cuenta de manera razonable de represalias contra usted por presentar una queja.

DOL Además, las mujeres a las que se les niegue el derecho a amamantar o extraerse leche materna en el trabajo, o que se vean expuestas a discriminación o represalias por hacerlo, podrán presentar una queja ante el Departamento del Trabajo (Department of Labor, DOL) de Connecticut. Número telefónico del DOL: 860-263-6791

 $age \bullet ancestry \bullet breastfeeding in a place of public accommodation \bullet color \bullet familial status (in housing) \bullet lawful source of income \bullet learning disability and the properties of the public accommodation of the public accommodat$ • marital status • mental disability • intellectual disability • national origin • physical disability • race • religious creed • sex, transgender status, gender

> FAX 203-579-6246 203-579-6950 203-805-6579 203-805-6559 860-566-7710 860-566-7710 860-566-1997 860-886-5707 860-886-5703 860-886-2550 860-541-3459 860-246-5419

NOTE: You must comply with P. A. 17-141 (see next box, below) when filing a compensation claim. The INSURANCE COMPANY or SELF-INSURANCE **ADMINISTRATOR** is: Name:

Zip Code:

THIS NOTICE MUST BE IN TYPE OF NOT LESS THAN TEN Any questions as to your rights under the law or the

law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, JOB APPLICANTS CAN READILY SEE IT. to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms

HEALTH INSURANCE

for additional information

DOL-75 (Rev. 2/20)
0024-075-01

These Administrative Regulations must be posted and maintained wherever workers covered by this Act are employed.

Minimum Wage:

\$11.00 per hour effective 1-1-19

\$12.00 per hour effective 9-1-20

\$13.00 per hour effective 8-1-21

\$14.00 per hour effective 7-1-22

\$15.00 per hour effective 6-1-23

(P.A. 19-4)

OVERTIME - ONE AND ONE-HALF TIMES THE EMPLOYEES REGULAR RATE OF PAY AFTER 40 HOURS PER WEEK. FOR EXCEPTIONS - SEE SECTION 31-76i OF THE CONNECTICUT GENERAL STATUTES. the enterprise in which he is employed or of a customarily

> which amount has been the subject of an employer advisement as required by section 31-71f of the (1) Although the employee need not be paid for any workweek in which he performed no work, deductions may only be made in the following five (5) instances: (A) During the initial and terminal weeks of employment, an employer may pay a proportionate part of an employee's salary for the time actually

> is made pursuant to a bona fide plan, policy or practice of making deductions from an employee's salary after sickness or disability leave has been exhausted which has been disclosed to the employee in accordance with section 31-71f of the Connecticut

to the benefit of the employer, such travel time shall be considered to be working time and shall be paid for as (E) Deductions may be made for one or more full such. Expenses directly incidental to and resulting from days if the employee is absent as a result of a such travel shall be paid for by the employer when disciplinary suspension for violating a safety rule of payment made by the employee would bring the major significance. Safety rules of major significance include only those relating to the prevention of serious danger to the employer's premises, or to

> (i) lack of work occasioned by the operating (ii) jury duty, or attendance at a judicial proceeding in the capacity of a witness; or (B) An employer is permitted to offset payments an employee receives for any of the services described in this subdivision against the employee's regular

> > and medical leave act. 29 USC 2601 et seg., or the

Connecticut family and medical leave act, section

31-51kk et seq., of the Connecticut General Statutes,

as permitted by 29 CFR 825.206 or by section 31-51qqduty, or to be at the prescribed work place, and all time 17 of the regulations of Connecticut state agencies; or (B) The absence is taken pursuant to a bona fide paid time off benefits plan that specifically authorizes the substitution or reduction from accrued benefits for the time that an employee is absent from work, provided the employee receives payment in an amount equal to his guaranteed salary. (R) The absence is taken pursuant to a bona fide paid time off benefits plan that specifically authorizes the substitution or reduction from accrued benefits for

(a) For the purposes of said section 31-58 (f), "employee employed in a bona fide administrative capacity" means any employee (1) whose primary duty consists of either: (A) the performance of office or nonmanual work directly related to management policies or general business operations of his employer or his employer's customers, or records" means accurate legible records for each employee school system or educational establishment or institution. or of a department or subdivision thereof, in work directly related to the academic instruction or training carried on therein; and (2) who customarily and regularly exercises

> establishment or institution by which he is employed provided an employee who is compensated on a salary or ee basis at a rate of not less than four hundred seventy five dollars per week, exclusive of board, lodging, or other facilities, and whose primary duty consists of the

than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth in the accuracy of such entries, a record of total daily and total subsection (a) of this section. veekly hours will be approved as fulfilling the record Sec. 31-60-16. Employee in bona fide Professional keeping requirements of this section. However, in such Capacity. cases, the original time entries shall be made by the (a) For the purposes of said section 31-58 (f) "employe

> endowed with general manual or intellectual ability and training, and the result of which depends primarily on the ntion, imagination or talent of the employee or (C)

ng the training period; (C) a exclusive of board, lodging or other facilities, and w CONNECTICUT DEPARTMENT OF LABOR * Thomas Wydra, Director Wage and Workplace

CT-0820-F02

West Capitol Region: Capitol Region: 450 Columbus Blvd Suite 2, Hartford, CT 06103 Eastern Region: 100 Broadway, Norwich, CT 06360 450 Columbus Blvd Suite 2, Hartford, CT 06103 Administrative Office: website: www.state.ct.us/chro

to provide benefits to you in case of injury or occupational disease in the course of employment. Section 31-294b of the Workers' Compensation Act states "Any employee who has sustained an injury in the course of his employment shall immediately report the injury to his employer, or some person representing his employer. If the employee fails to report the injury immediately, the commissioner may reduce the award of compensation proportionately to any prejudice that he finds the employer has sustained by reason of the failure, provided the burden of proof with respect to such prejudice shall rest

upon the employer." An injury report by the employee is NOT

City/Town:

Date Posted:

State:

PENALTY (Section 31-279 C.G.S.).

Pedirle a una empleada que acepte un permiso de ausencia cuando en vez Requisitos de la notificación Los empleadores deben publicar y proporcionar esta notificación a todas las empleadas a más tardar el 28 de enero de 2018.

Formulario de presentación de queias ante el DOL

The Workers' Compensation Act (Connecticut General Approved Medical Care Plan YES Statutes Chapter 568) requires your employer, The State of Connecticut Workers' Compensation Commission

an official written notice of claim for workers' compensation file claims for compensation. benefits; the Workers' Compensation Commission's Form 30C is necessary to satisfy this requirement.

POINT BOLD-FACE AND POSTED IN A CONSPICUOUS PLACE obligations of the employer or insurance company should be IN EACH PLACE OF EMPLOYMENT. FAILURE TO POST THIS addressed to the employer, the insurance company, or the NOTICE WILL SUBJECT THE EMPLOYER TO STATUTORY Workers' Compensation Commission (1-800-223-9675).

Public Act 19-4, An Act Increasing the Minimum Fair Sec. 31-60(b) The Labor Commissioner shall adopt such regulations, in accordance with the provisions of chapter 54, as may be appropriate to carry out the purposes of this part. Such regulations may include, but are not limited to. regulations defining and governing an executive, dministrative or professional employee and outside

> eight-tenths per cent of the minimum fair wage per hour for persons, other than bartenders, who are employed in the hotel and restaurant industry, including a hotel restaurant, who customarily and regularly receive gratuities, (2) equal to eight and two-tenths per cent, and effective January 1, 2009, equal to eleven per cent of the ninimum fair wage per hour, and effective January 1 2014, equal to fifteen and six-tenths per cent of the minimum fair wage per hour, and effective January 1, 2015, and ending on June 30, 2019, equal to eighteen and one-half per cent of the minimum fair wage per hour for persons employed as bartenders who customarily and regularly receive gratuities, and (3) not to exceed thirty-

> > hardship and safeguard the minimum fair wage herein established. Regulations in effect on July 1, 1973, providing for a board deduction and allowance in an amount differing from that provided in this section shall be construed to be amended consistent with this section. Sec. 31-60-3. Deductions and allowances for reasonable value of board and lodging was repealed. Sec. 31-60-4. Physically or mentally handicapped

> > > employees.

minimum wage.]

section 31-60-12.

which training for adjustment to employment conditions may be accomplished, a minor may be employed at a modification of the minimum fair wage established by subsection (j) of section 31-58 of the general statutes, but at not less than 85% of the minimum wage, for the first 200 hours of employment. When a minor has had an aggregate of two hundred hours of employment, he may not be employed by the same or any other employer at less than the minimum fair wage.* *This subsection is amended by P.A. 19-4, An Act work in the workweek to activities which are not directly Increasing the Minimum Fair Wage. CGS Sec. 31-58(i) and closely related to the performance of the work (5). The rates for all persons under the age of eighteen described in subdivisions (1) to (4), inclusive, of this section:

(b) In addition to the records required by section 31-66 of the 1969 supplement to the general statutes, each section if (A) the training period does not exceed six and engaged as a teacher as provided in subdivision (1) (C) employer shall obtain from each minor to be employed at months; and (B) the employee is compensated for his of this section, and provided an employee who is a modification of the minimum fair wage rate as herein services on a salary basis at a rate not less than three compensated on a salary or fee basis at a rate of not less provided, a statement of his employment prior to his date hundred seventy-five dollars per week exclusive of board, than four hundred seventy-five dollars per week prior employment, supplemented by the present tentative outline of the training program has been primary duty consists of the performance either of work of accession with his present employer. Such statement of employer's record of hours worked by the minor while in approved by the labor commissioner; and (D) the employer described in subdivision (1) (A) or (C) of this section which his employ, will be deemed satisfactory evidence of good shall pay tuition costs, and fees, if any, for such instruction includes work requiring the consistent exercise of discretion faith on the part of the employer with respect to his and reimburse the employee for travel expenses to and and judgement, or of work requiring invention, imagination adherence to the provisions of this regulation, provided from each destination other than local, where such or talent in a recognized field of artistic endeavor, shall be

(c) Deviation from the provisions of this regulation will

cancel the modification of the minimum fair wage herein

provided for all hours during which the violation prevailed per week, exclusive of board, lodging, or other facilities, and for such time the minimum wage shall be paid. and whose primary duty consists of the management of

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND 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 collective bargaining agreement