* * * * * * *



LaborLawCenter.com I-800-745-9970 • Product ID: MA50

Compliance Code: MA-1221-F02 • Check Compliance By Scanning Here •



WHX

MASSACHUSETTS & FEDERAL LABOR LAW POSTER

EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

MASSACHUSETTS

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

of 1964, as amended, protects applicants and employees from discrimination in protects applicants and employees from discrimination based on genetic 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, sex classification, referral, and other aspects of employment. GINA also restricts (including pregnancy), or national origin. Religious discrimination includes failing employers' acquisition of genetic information and strictly limits disclosure of to reasonably accommodate an employee's religious practices where the genetic information. Genetic information includes information about genetic accommodation does not impose undue hardship

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 requests for amended, protect qualified individuals from discrimination on the basis of disability or receipt of genetic services by applicants, employees, or their family members. in hiring, promotion, discharge, pay, fringe benefits, job training, classification, **RETALIATION** All of these Federal laws prohibit covered entities from retaliating making reasonable accommodation to the known physical or mental limitations of proceeding, or otherwise opposes an unlawful employment practice. barring undue hardship.

AGE The Age Discrimination in Employment Act of 1967, as amended, protects the ability of EEOC to act on your behalf and to protect your right to file a private applicants and employees 40 years of age or older from discrimination based on lawsuit, should you ultimately need to, you should contact EEOC promptly when age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, discrimination is suspected: The U.S. Equal Employment Opportunity Commissior referral, and other aspects of employment.

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

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act GENETICS Title II of the Genetic Information Nondiscrimination Act of 2008 tests of applicants, employees, or their family members; the manifestation of

referral, and other aspects of employment. Disability discrimination includes not against a person who files a charge of discrimination, participates in a discrimination an otherwise qualified individual with a disability who is an applicant or employee, WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are

strict time limits for filing charges of employment discrimination. To preserve (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for

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, individuals with 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 Act

dentity, or national origin, and requires affirmative action to ensure equality of and requires affirmative action to recruit, employ, and advance in employment, opportunity in all aspects of employment

employees from discrimination based on inquiring about, disclosing, or discussing Armed Forces service medal veterans. heir compensation or the compensation of other applicants or employees.

contractors take affirmative action to employ and advance in employment qualified listed in most telephone directories under U.S. Government, Department of Labor.

discrimination based on race, color, religion, sex, sexual orientation, gender of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, disabled veterans, recently separated veterans (i.e., within three years of discharge PAY SECRECY Executive Order 11246, as amended, protects applicants and or release from active duty), active duty wartime or campaign badge veterans, or **RETALIATION** Retaliation is prohibited against a person who files a complaint NDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, as of discrimination, participates in an OFCCP proceeding, or otherwise opposes mended, protects qualified individuals with disabilities from discrimination in discrimination under these Federal laws. Any person who believes a contractor has

niring, promotion, discharge, pay, fringe benefits, job training, classification, referral, violated its nondiscrimination or affirmative action obligations under the authorities and other aspects of employment. Disability discrimination includes not making above should contact immediately: The Office of Federal Contract Compliance Programs easonable accommodation to the known physical or mental limitations of an (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. otherwise qualified individual with a disability who is an applicant or employee, 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted parring undue hardship to the employer. Section 503 also requires that Federal by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office,

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

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

RACE, COLOR, NATIONAL ORIGIN, SEX In addition to the protections of Title VII financial assistance.

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

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

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.

MASSACHUSETTS MINIMUM WAGE

Massachusetts Wage & Hour Laws

UNEMPLOYMENT INSURANCE

THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

 $\star \star \star \star \star \star \star$

Information on Employees' **Unemployment Insurance Coverage**

Employer DUA ID #

Employer Name

Address

Employees of this business or organization are covered by Unemployment Insurance (UI), a program financed entirely by Massachusetts employers. No deductions are made from your salary to cover the cost of your Unemployment Insurance benefits.

If you lose your job, you may be entitled to collect Unemployment Insurance. Outlined below is the information you need in order to apply for Unemployment Insurance (UI) benefits. Before you file, your employer will give you a copy of the pamphlet: How to Apply for Unemployment *Insurance Benefits*, provided by the Massachusetts Department of Unemployment Assistance (DUA).

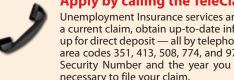
You must be in the United States, its territories, or Canada when filing a claim or certifying for weekly UI benefits.

There are two ways to apply for UI Benefits:

Apply by Using UI Online

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, and complete the required information to submit your application.

Apply by calling the TeleClaim Center



Note: Dur

through T

be imple

for callers

their Socia

helps ensi

get throu

in a timely

schedule

Unemployment Insurance services are available by telephone. You can apply for Unemployment Insurance benefits, reopen a current claim, obtain up-to-date information on the status of your claim and benefit payment, resolve problems, and sign up for direct deposit — all by telephone. To apply for benefits by telephone, call the TeleClaim Center at 1-877-626-6800 from area codes 351, 413, 508, 774, and 978; or 1-617-626-6800 from any other area code. You will be asked to enter your Social Security Number and the year you were born. You will then be connected to an agent who will take the information necessary to file your claim.

uring peak periods from Monday	If the last digit of your Social Security Number is:	Assigned day to call TeleClaims is:
Thursday, call scheduling may mented, providing priority	0, 1	Monday
s based on the last digit of ial Security Number. This	2, 3	Tuesday
sure that you and others can	4, 5, 6	Wednesday
ugh to the TeleClaims Center	7, 8, 9	Thursday
ly manner. Please check the on the right before calling.	Any last digit	Friday

This document contains important information. Please have it translated immediately.	Questo documento contiene informazioni importanti. La preghiamo di tradurlo inmediatamente.	ກະລຸນາເອົາເອກະສານສະບັບນີ້ໄປແປອອກ	此文件含有重要信息。 請立即找人翻譯。
В данном документе содержится важная	Este documento contém informações	ຢ່າງບໍ່ລໍຊ້າ.	تحتوي هذه الوثيقة على معلومات هامة.
информация. Вам необходимо срочно сделать перевод документа.	importantes. Por favor, traduzi-lo imediatamente.	ឯកសារនេះមាននូវព័ត៌មានដ៏សំខាន់ ។	يرجى ترجمتها فورًا.
Este documento contiene información importante. Por favor, consiga una traducción	Docikman sa gen enfòmasyon enpòtan. Tanpri fè yon moun tradwi l touswit.	សូមបកប្រែវាជាបន្ទាន់ ។	
inmediatamente.	본 문서에는 중요한 정보가 포함되어	Ce document contient des informations	
Tài liệu này có chứa thông tin quan trọng. Vui lòng dịch tài liệu này ngay.	있습니다. 본 문서를 즉시 번역하도록 하십시오.	importantes. Veuillez le faire traduire au plus tôt.	

IMPORTANT Massachusetts General Law, Chapter 151A, Section 62A requires that this notice be displayed at each site operated by an employer, in a conspicuous place, where it is accessible to all employees. It must include the name and mailing address of the employer and the identification number assigned to the employer by the Department of Unemployment Assistance.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For hearing impaired relay services, call 711 Form 2553-A Rev. 10-6-15

www.mass.gov/dua

NO SMOKING NOTICE



It is illegal to smoke in this establishment.

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

.EAVE ENTITLEMENTS Eligible employees who work for a covered employer can take up REQUESTING LEAVE Generally, employees must give 30-days' advance notice of the o 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons: 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

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); procedures. Employees do not have to share a medical diagnosis, but must provide To care for the employee's spouse, child, or parent who has a qualifying serious enough information to the employer so it can determine if the leave qualifies for FMLA health condition protection. Sufficient information could include informing an employer that the

For the employee's own qualifying serious health condition that makes the employee employee is or will be unable to perform his or her job functions, that a family member unable to perform the employee's job;

For qualifying exigencies related to the foreign deployment of a military member is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a who is the employee's spouse, child, or parent. n eligible employee who is a covered servicemember's spouse, child, parent, or next certification or periodic recertification supporting the need for leave. If the employer

of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care determines that the certification is incomplete, it must provide a written notice or the servicemember with a serious injury or illness. An employee does not need to indicating what additional information is required. use leave in one block. When it is medically necessary or otherwise permitted, EMPLOYER RESPONSIBILITIES Once an employer becomes aware that an employee's mployees may take leave intermittently or on a reduced schedule. Employees may need for leave is for a reason that may qualify under the FMLA, the employer must choose, or an employer may require, use of accrued paid leave while taking FMLA notify the employee if he or she is eligible for FMLA leave and, if eligible, must also eave. If an employee substitutes accrued paid leave for FMLA leave, the employee nust comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS While employees are on FMLA leave, employers must ontinue health insurance coverage as if the employees were not on leave. Upon return designated as FMLA leave. rom FMLA leave, most employees must be restored to the same job or one nearly **ENFORCEMENT** Employees may file a complaint with the U.S. Department of Labor, identical to it with equivalent pay, benefits, and other employment terms and conditions. Wage and Hour Division, or may bring a private lawsuit against an employer. The FMLA An employer may not interfere with an individual's FMLA rights or retaliate against does not affect any federal or state law prohibiting discrimination or supersede any omeone for using or trying to use FMLA leave, opposing any practice made unlawful by state or local law or collective bargaining agreement that provides greater family or the FMLA, or being involved in any proceeding under or related to the FMLA. LIGIBILITY 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 employee's worksite Special "hours of service" requirements apply to airline flight crew employees.

MASSACHUSETTS PAID FAMILY AND MEDICAL LEAVE

medical leave rights

回游口

Notice of Benefits Available Under M.G.L. Chapter 175M **Paid Family and Medical Leave**

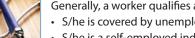
Available Leave

- Covered individuals may be entitled to family and medical leave for the following reasons:
- up to 20 weeks of paid medical leave in a benefit year if they have a serious health condition that incapacitates them from work.
- up to 12 weeks of paid family leave in a benefit year related to the birth, adoption, or foster care placement of a child, to care for a family member with a serious health condition, or because of a qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an
- impending call to active duty in the Armed Forces.
- up to 26 weeks of paid family leave in a benefit year to care for a family member who is a covered service member with a serious health condition.
- Covered individuals are eligible for no more than 26 total weeks, in the aggregate, of paid family and medical leave in a single benefit year.

Benefits

To fund PFML benefits, employers may deduct payroll contributions of up to 0.344% (adjusted annually) from a covered individual's wages or other earnings. A covered individual's average weekly earnings will determine his or her benefit amount, for a maximum weekly benefit of up to \$1,084.31 (adjusted annually).

Who is a Covered Individual Under the Law?



- Generally, a worker qualifies as a covered individual eligible for paid family and medical leave benefits if: S/he is covered by unemployment insurance in Massachusetts and paid wages by a Massachusetts employer; or
- S/he is a self-employed individual who resides and works in Massachusetts and chooses to opt-in to the program; and
- S/he earned more than 30 times the expected benefit and more than \$5,700 (adjusted annually) in the last four completed quarters preceding the application for benefits.

Job Protection

Generally, an employee who has taken paid family or medical leave must be restored to the employee's previous position or to an equal position, with the same status, pay, employment benefits, length-of-service credit, and seniority as of the date of leave.

These job protections do not apply to former employees, independent contractors,

Health Insurance

employment-related health insurance benefits, if any, at the level and under the conditions coverage would have been provided if the employees had continued working for the duration of such leave.

cannot perform daily activities, or that hospitalization or continuing medical treatment

provide a notice of 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 designated as FMLA leave, and if so, how much leave will be

1-866-4-USWAGE

WWW.WAGEHOUR.DOL.GOV

or self-employed individuals.

Employers must continue to provide for and contribute to employees'



M.G.L. Chapter 151, Sections 1, 2, 2A, and 7 Sick Leave In Massachusetts, all workers are presumed to be employees. The minimum

 age applies to all employees, except: agricultural workers (\$8.00 per hour is the minimum wage for most agricultural workers), members of a religious order, workers being trained in certain educational, nonprofit, or religious organizations, and outside salespeople. 			
Effective Date	Minimum Wage	Service Rate	
January 1, 2017	\$11.00	\$3.75	
January 1, 2019	\$12.00	\$4.35	
January 1, 2020	\$12.75	\$4.95	
January 1, 2021	\$13.50	\$5.55	
January 1, 2022	\$14.25	\$6.15	
January 1, 2023	\$15.00	\$6.75	

M.G.L. Chapter 149, Section 152A; M.G.L. Chapter 151, Section 7 The hourly "service rate" applies to workers who provide services to customers and who make more than \$20 a month in tips

The average hourly tips, plus the hourly service rate paid to the worker must add up to the minimum wage per each shift.

Employers, owners and employees with managerial or supervisory responsibilities on a given day must never take any of your tips. Tips and service charges listed on a bill must be given only to wait staff, service

partenders, or other service employees. Tip pooling is allowed only for wait staff, service bartenders, and other service

employees

M.G.L. Chapter 151, Sections 1A and 1B 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 hour worked over 40 hours in a week.

For some employees who get paid the "service rate," the overtime rate is 1.5 x E the basic minimum wage, *not* the service rate.

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

Payment of Wages

Ainimum Wage

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 vacation pay, promised holiday pay, and earned commissions that are definitely a determined, due and payable.

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

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 how many days an employee worked during one calendar week.

Employees who *quit* must be paid in full on the next regular payday or by the first Saturday after they quit (if there is no regular payday). Employees who are fired or laid off must be paid in full on their last day of work.

Paystub Information

M.G.L. Chapter 149, Section 148 All employees must get a statement, at no cost, with their pay that says the name of the employer and employee, the date of payment (month, day, and year), the number of hours worked during the pay period, the hourly rate, and all deductions or increases made during the pay period.

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

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 the employee's own benefit (such as to put money aside in the employee's savings account).

An employer cannot take money from an employee's pay for the employer's ordinary business costs (for example: supplies, materials or tools needed for the employee's job). An employer who requires an employee to buy or rent a uniform must refund the actual costs to the employee.

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 the employee.

454 C.M.R. 27.02 Hours worked or "working time" includes all time that an employee must be on duty at the employer's worksite or other location, and works before or after the normal shift to complete the work.

Meal Breaks

M.G.L. Chapter 149, Sections 100 and 101 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, the employee must get paid for that time.

Payroll Records

M.G.L. Chapter 151, Section 16 M.G.L. Chapter 149, Section 148C Most employees have the right to earn 1 hour of sick leave for every 30 hours y work, and they may earn and take up to 40 hours of sick leave a year. ployees begin accruing sick time on their first day of work. Employees must e access to their sick leave 90 days after starting work. ible employees may use their sick leave if they or their child, spouse, parent, spouse's parent is sick, injured, or has a routine medical appointment. They y also use sick leave for themselves or their child to address the effects of nestic violence. less it is an emergency, employees must notify the employer before using leave ployees who miss more than 3 days in a row may need to provide their plover a doctor's note. id Sick Leave ployers with 11 or more employees must provide paid sick leave. Employers

n fewer than 11 employees must provide sick leave; however, it does not ed to be paid.

Employers Must Not Discriminate M.G.L. Chapter 149, Section 105A; M.G.L. Chapter 151B, Section 4 Subject to certain limited exceptions, employers must not pay one employee less for doing the same or comparable work as another employee of a different gender. They must not discriminate in hiring, pay or other compensation, or other terms of employment based on a person's:

Race or color	Sexual orientation or gender
 Religion, national origin, or ancestry 	identity or expression
 Sex (including pregnancy) 	 Genetic information or disability
Military service	• Age

imall Necessities Leave n some cases, employees have the right to	M.G.L. Chapter 149, Section 52D take up to 24 hours unpaid leave
 very 12 months for their: child's school activities, child's doctor or dentist appointment, o elderly relative's doctor or dentist appoi 	r ·
 Employees are eligible for this leave if the end the employee has: been employed for at least 12 months b worked at least 1,250 hours for the employeriod. 	mployer has at least 50 employees y the employer and
Reporting Pay	454 C.M.R. 27.04(1)
Nost employees must be paid for 3 hours at employee is scheduled to work 3 or more h ind is not given the expected hours of work	ours, and reports to work on time,
Rights of Temporary Workers	M.G.L. Chapter 149, Section 159C
o learn about rights of temporary worke taffing agencies, call: 617-626-6970 or go to	
Rights of Domestic Workers To learn about additional rights for work leaning, childcare, cooking, home manager n a household, go to www.mass.gov/ago/DN	ment, elder care, or similar services
Public Works and Public Construction W Vorkers who work on public construction vork must be paid the prevailing wage, a min of Labor Standards based on the type of wo	projects and certain other public nimum rate set by the Department
Domestic Violence Leave	M.G.L. Chapter 149, Section 52E
imployees who are victims, or whose family riolence, sexual assault, stalking or kidnap eave for related needs, such as health care afe housing; care and custody of their ch orders, and going to court.	ping have the right to 15 days of , counseling, and victims services;
he leave can be paid or unpaid depending pplies to employers with 50 or more emplo	
mployees Have the Right to Sue M.G.L. Chap	
mployees have the right to sue their emp nd hour laws.	
mployees may sue as an individual or they f they have similar complaints. Employees w bay, triple damages, attorneys' fees, and cou	who win their case will receive back rt costs.
mportant! There are strict deadlines for sta leadline is 3 years after the violation.	rting a lawsuit. For most cases, the

Employers Must Not Retaliate M.G.L. Chapter 149, Section 148A; M.G.L. Chapter 151, Section It is against the law for an employer to punish or discriminate against an employee 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 immigratio

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/or subject to civil penalties.

M.G.L. Chapter 149, Sections 56 – 105

*



Weekly

touching

leering at

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

Other

PAYDAY NOTICE

Regular Paydays for Employees of



Shall be as follows.

Monthly

Title:

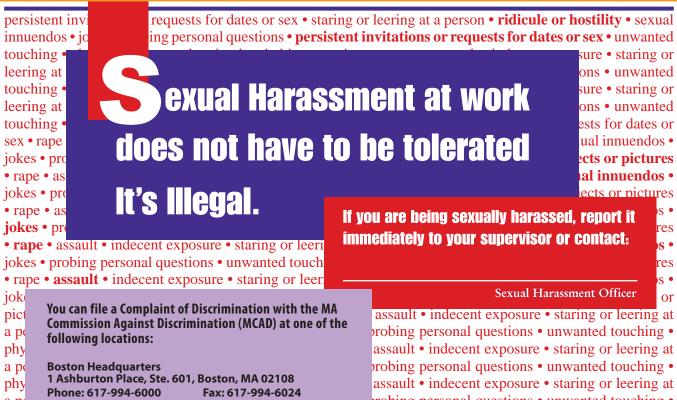
Bi-Weekly

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?	• Your tax credits? If you can answer "YES" To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4.	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 indicate where they can get forms and information on this subject.		
Were there major changes to Your nonwage income (interest, dividends, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)? Your itemized deductions?	See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at	Publication 21: (Rev. 8-2009) Cat. No. 110471 Department of the Treasury Internal Revenue Service www.irs.gov		

SEXUAL HARASSMENT ACT



assault • indecent exposure • staring or leering at obing personal questions • unwanted touching • assault • indecent exposure • staring or leering at orobing personal questions • unwanted touching • assault • indecent exposure • staring or leering at robing personal questions • unwanted touching •



assault • indecen a person • ridicule or hostility • sexual innuendos • jokes • probing personal questions • unwanted touching •

GRAPHIC DESIGN DONATED BY: EKUA HOLMES / EJ DESIGNS / BOSTO

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

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.

The law prohibits employers from asking applicants on an initial

employment application for any criminal background information

Worcester Office

484 Main St, Room 320

Rev. 4/7/2015

≋WH₽

Worcester, MA 01608

P: (508) 453-9630

F: (508) 755-3861

Domestic workers are also entitled to parental leave.

unless an exemption by statute or regulation exists

MENTAL HEALTH FACILITY ADMISSION INOUIRIES

DISCRIMINATION

FAIR EMPLOYMENT IN MASSACHUSETTS

No Retaliation or Discrimination

• It is unlawful for an employer to discriminate or retaliate against an employee for exercising any right to which s/he is entitled under the law. • An employee or former employee who is discriminated or retaliated against for exercising rights under the law may, not more than three years after the violation occurs, institute a civil action in the superior court, and may be entitled to damages of as much as three times his or her lost wages.

Private Plans

If an employer offers employees paid family leave, medical leave, or both, with benefits that are at least as generous as those provided under the law, the employer may apply for an exemption from paying the contributions. Employees continue to be protected from discrimination and retaliation under the law even when an employer opts to provide paid leave benefits through a private plan.



Nedical Leave

If you have questions or concerns about your Paid Family and Medical Leave rights, please call:

(833) 344-7365 or visit: https://www.mass.gov/DFML

11/2021

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

HOW IS IT EARNED?

up to 40 hours.

WILL IT BE PAID?

regular wages

WHEN CAN IT BE USED

notice of a proper use.

employee being disciplined.

hours.

VHO QUALIFIES? All employees in Massachusetts can earn sick time.

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

Employees begin earning sick time on their first day of work and may begin

• Paid sick time must be paid on the same schedule and at the same rate as

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

• Sick time cannot be used as an excuse to be late for work without advance

Yes. Employers may 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

This includes full-time, part-time, temporary, and seasonal employees.

Employees earn 1 hour of sick time for every 30 hours they 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.

The smallest amount of sick time an employee can take is one hour.

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

using earned sick time 90 days after starting work.

to address the effects of domestic violence.

CAN AN EMPLOYER HAVE A DIFFERENT POLICY?

Notice of Employee Rights

EARNED SICK TIME

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

RETALIATION

• 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.

NOTICE & VERIFICATION • Employees with unused earned sick time at the end of the year can rollover

• 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 regulation 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 Use of sick time for other purposes is not allowed and may result in an these regulations. 940 CMR 33.00 shall be subject Commonwealth of Massachusetts

exclusions) except for service-connected illnesses or injuries.

VETS at 1-866-4-USA-DOL or visit its website at

http://www.dol.gov/elaws/userra.htm.

applicable, for representation

violations of USERRA.

authorized to investigate and resolve complaints of USERRA violations.

• For assistance in filing a complaint, or for any other information on USERRA, contact

http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at

• 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

to paragraphs (1), (2), (4), (6) and (7) of subsection 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/earnedsicktime

😫 🕢 🜍 👹 🎯

Publication Date — April 2017

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.

REEMPLOYMENT RIGHTS

HEALTH INSURANCE PROTECTION You have the right to be reemployed in your civilian job if you leave that job to perform • If you leave your job to perform military service, you have the right to elect to continue our existing employer-based health plan coverage for you and your dependents for service in the uniformed service and: you ensure that your employer receives advance written or verbal notice of your service; up to 24 months while in the military. you have five years or less of cumulative service in the uniformed services while with 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,

that particular employe you return to work or apply for reemployment in a timely manner after conclusion generally without any waiting periods or exclusions (e.g., pre-existing condition of service; and

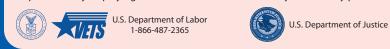
you have not been separated from service with a disqualifying discharge or under ENFORCEMENT other than honorable conditions. • The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is

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

If you: • are a past or present member of the uniformed service; • have applied for nembership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you: • initial employment; • reemployment; • retention in mployment; • promotion; or • any benefit of employment, because of this status. n addition, an employer may not retaliate against anyone assisting in the enforcement 🔹 You may also bypass the VETS process and bring a civil action against an employer for of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

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









Payroll records must include the employee's name, address, job/occupation, amount paid each pay period, and hours worked (each day and week). Employers must keep payroll records for 3 years. Employees have the right to see their own payroll records at reasonable times and places.

Employees Under 18 – Child Labor

All employers in Massachusetts must follow state and federal laws for employees who are under 18 (minors). These laws say when, where, and how long minors may work. They also say what kinds of work or tasks minors must NOT do.

M.G.L. Chapter 151, Section 15

Work Permits Required - Most workers under 18 must obtain a work permit. Employers must keep their minor workers' work permits on file at the worksite. To get a work permit, the minor must apply to the superintendent of the school district where the minor lives or goes to school. To learn more about getting a work permit, contact the Department of Labor Standards at (617) 626-6975, or www.mass.gov/dols.

Danger	ous Jobs & Tasks Minors Must No	ot Do	Time & Schedule Restrictions for Minors		
Age	Must Not		Age	Must Not	
16 & 17	 Drive most motor vehicles or forklifts Work at a job that requires that the employee have or use a firearm Use, clean or repair certain kinds of power-driven machines 	 Handle, serve, or sell alcoholic beverages Work 30 or more feet off of the ground 	16 & 17	At night , from 10 p.m. to 6 a.m. (or past 10:15 if the employer stops serving customers at 10 p.m.) <i>Exception</i> : On non-school nights, may work until 11:30 p.m. or until midnight, if working at a restaurant or racetrack.	 More than 9 hours per day More than 48 hours per week More than 6 days per week
14 & 15	 Cook (except on electric or gas grills that do not have open flames), 		14 & 15		
	 operate fryolators, rotisseries, NIECO broilers, or pressure cookers Operate, clean or repair power-driven food slicers, grinders, choppers, processors, cutters, and mixers 	 Work in or near factories, construction sites, manufacturing plants, mechanized workplaces, garages, tunnels, or other risky workplaces 		During the School Year:* • During school hours • More than 3 hours on any school day • More than 18 hours during any week • More than 8 hours on any weekend	
Under 14	• Minors under 14 cannot work in Ma	ssachusetts in most cases.		or holiday	
	e just some examples of tasks proh w. For a complete list of prohibited		allowed to	n: For school-approved career or experier o work during the school day, up to 23 ho pervision Required After 8 p.m After	ours a week.

Attorney General's Fair Labor Division: (617) 727-3465 • www.mass.gov/ago/youthemployment. Or contact the U.S. Department of Labor: (617) 624-6700 • www.youth.dol.gov

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

FACT SHEET ON PARENTAL LEAVE

Massachusetts Commission Against Discrimination PARENTAL LEAVE

An Act Relative to Parental Leave expands the current maternity leave law, G.L. 149, § 105D, which is enforced by the Massachusetts Commission Against Discrimination (MCAD). Currently, Massachusetts law requires employers with six or more employees to provide eight weeks of unpaid maternity leave for the purpose of giving birth or for the placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled, for adoption. The new law goes into effect on April 7, 2015 and expands the current leave law in the following ways:

• The parental leave law is now gender neutral. Both men and women are entitled to parental leave.

• If the employer agrees to provide parental leave for longer than 8 weeks, the employer must reinstate the employee at the end of the extended 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 of leave shall result in the denial of reinstatement or the loss of other rights and benefits. The law clarifies that the right to leave applies to employees who have completed an initial probationary period set by the terms of employment, but which is not greater than 3 months.

• The law provides that if two employees of the same employer give birth to or adopt the same child, the two employees are entitled to an aggregate of 8 weeks of leave • The law clarifies that an employee seeking leave must provide at least 2

weeks' notice of the anticipated date of departure and the employee's intention to return, but also permits the employee to provide notice as soon as practicable if the delay is for reasons beyond the employee's control. • The law clarifies that an employee on parental leave for the adoption of a child shall be entitled to the same benefits offered to an employee on leave for the birth of a child

• The law expands the notice requirements, mandating that employers keep a posting in a conspicuous place describing the law's requirements 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 **Visit our website** for more resources and instructions on filing a complaint: www.mass.gov/mcad

Formatted by HH 3/10/15

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 readily see it. **OVERTIME PAY** At least 1 ½ times your regular rate of pay for all hours worked over 40 in a workweek

CHILD LABOR An employee must be at least 16 years old to work in most non-farm repeated. The law also prohibits retaliating against or discharging workers who file jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary a complaint or participate in any proceeding under the FLSA. of Labor. Youths 14 and 15 years old may work outside school hours in various non- ADDITIONAL INFORMATION manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

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 the difference.

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

penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or

Certain occupations and establishments are exempt from the minimum wage.

and/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" 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 correctly classified

independent contractors are not.

Applicants to and employees of private employers with 6 or more employees*, state and local governments, employment agencies an labor organizations are protected under Massachusetts General Laws Chapter 151B from discrimination on the following bases: RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, GENDER employment. Disability discrimination may include failing to reasonably accommodate an otherwise qualified person with a disability.

DOMESTIC WORKERS

CRIMINAL HISTORY INQUIRIES

Springfield Office

Springfield, MA 01103

P: (413) 739-2145

F: (413) 784-1056

436 Dwight St. Room 220

under M.G.L. c. 151B, or attempt to do so.

RETALIATION

IDENTITY, SEXUAL ORIENTATION, GENETIC INFORMATION, ANCESTRY, MILITARY SERVICE M.G.L. c. 151B protects applicants and employees from discrimination

128 Union St. Ste. 206, New Bedford, MA 02740

Springfield 436 Dwight Street, Rm. 220, Springfield, MA 01103

484 Main Street, Rm. 320, Worcester, MA 01608

Fax: 744-510-5802

Fax: 413-784-1056

Fax: 508-755-3861

Phone: 774-510-5801

Phone: 413-739-2145

Phone: 508-453-9630

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.

HARASSMENT

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such 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. PARENTAL LEAVE

Employers may not refuse to hire or terminate an employee for failing to The law requires employers to grant an employee who has completed furnish information regarding his/her admission to a facility for the care an initial probationary period and has given two (2) weeks' notice of and treatment of mentally ill persons. An employment application may the anticipated date of departure and the employee's intention to not seek information about an applicant's admission to such a facility. return, at least eight (8) weeks of paid or unpaid leave for the purpose IF YOU HAVE BEEN DISCRIMINATED AGAINST of childbirth, adoption of a child under 18, or adoption of a child under If you feel you have been harassed or discriminated against, you should 23 years old if the child has a mental or physical disability. immediately file a charge of discrimination with the Massachusetts DISABILITY Commission Against Discrimination, www.mcad.gov, at one of the

M.G.L. c. 151B prohibits discrimination the basis of disability, a record offices below. of disability or perceived disability, in hiring, promotion, discharge, An agreement with your employer to arbitrate your discrimination compensation, benefits, training, classification and other aspects of claim(s) does not bar you from filing a charge of discrimination.

Boston Office	New Bedford Office
1 Ashburton Pl, Suite 601	800 Purchase St Room 501
Boston, MA 02108	New Bedford, MA 02740
P: (617) 994-6000	P: (508) 990-2390
F: (617) 994-6024	F: (508) 990-4260

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

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private or any collective bargaining agreement which is more restrictive with employers from using lie detector tests either for pre-employment respect to lie detector tests. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject

screening or during the course of employment. o numerous strict standards concerning the conduct and length of the PROHIBITIONS Employers are generally prohibited from requiring or test. Examinees have a number of specific rights, including the right to a requesting any employee or job applicant to take a lie detector test, and from written notice before testing, the right to refuse or discontinue a test, and discharging, disciplining, or discriminating against an employee or prospective the right not to have test results disclosed to unauthorized persons. employee for refusing to take a test or for exercising other rights under the Act ENFORCEMENT The Secretary of Labor may bring court actions to restrain **EXEMPTIONS** Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged 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, to certain prospective

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

WORKERS' COMPENSATION

NOTICE TO EMPLOYEES

NOTICE TO EMPLOYEES

STATES DEPARTMENT OF LABOR

1-866-487-9243

www.dol.gov/whd

The Commonwealth of Massachusetts DEPARTMENT OF INDUSTRIAL ACCIDENTS

LAFAYETTE CITY CENTER, 2 AVENUE DE LAFAYETTE, BOSTON, MA 02111 • (617) 727-4900 • www.mass.gov/dia As required by Massachusetts General Law, Chapter 152, Sections 21, 22 & 30, this will give you notice that I (we) have provided for payment to our injured employees under the above-mentioned chapter by insuring with:

NAME OF INSURANCE COMPANY:	
ADDRESS OF INSURANCE COMPANY:	
POLICY NUMBER:	EFFECTIVE DATES:
NAME OF INSURANCE AGENT:	
ADDRESS:	
EMPLOYER: ADDRESS:	
EMPLOYER'S WORKERS' COMPENSATION OFFICER (IF ANY):	
DATE:	

MEDICAL TREATMENT

			c		
ove named insurer is require	d in cases of nersonal ir	nuries arising out c	t and in the course of	employment to tu	rnish adequate ar
ove numea insurer is require	a in cases of personal in	ijunes unsing out e	in und in the course of	cinployincine to ru	inisii uucquute ui



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 illness.
- 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 state.



MA-1221-F02

violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions. THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE **EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.** employees of security service firms (armored car, alarm, and guard), and of WAGE AND HOUR DIVISION 口光出口



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

TO BE POSTED BY EMPLOYER

NAME OF HOSPITAL

ADDRESS:

