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



If an employee decides to file an employment discrimination complaint,

Any form of retaliation is grounds to file a Complaint of Discrimination

What If I Am A Victim Of Discrimination? If you believe your rights under

the law have been violated, you must file a complaint with MCCR within 6

months of the alleged act of discrimination. A trained Civil Rights Officer

reason to believe a discriminatory violation occurred. You can reach MCCR

All procedures by MCCR are confidential until your case is certified for

will work with you to discuss what happened and determine if there is

with the Maryland Commission on Civil Rights (MCCR).

LaborLawCenter.com

Please post in a conspicuous place. Date Posted: Labor laws change frequently. Contact your distributor to ensure that you are in full compliance with required State and Federal posting requirements at least once a year. © 2017 LaborLawCenter, Inc. All rights reserved.

EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

RYLAND

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

PRIVATE EMPLOYERS, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS, EMPLOYMENT AGENCIES AND LABOR ORGANIZATIONS Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, GENETICS Title II of the Genetic Information Nondiscrimination Act of 2008 protects as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of mployment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's eligious practices where the accommodation does not impose undue hardship.

DISABILITY Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect gualified individuals from discrimination on the basis of disability in hiring, aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise gualified ndividual 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 iring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and

other aspects of employment. SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil Rights 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 that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants,

employees, or their family members. **RETALIATION** All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately eed to, you should contact EEOC promptly when discrimination is suspected: The U.S Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, 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:

of employment, including the executive level

RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, **NATIONAL ORIGIN** Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. PAY SECRECY Executive Order 11246, as amended, protects applicants and employees

from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. INDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, as

amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment gualified individuals with disabilities at all levels

eterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans. **RETALIATION** Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted

by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office,

listed in most telephone directories under U.S. Government, Department of Labor.

PROTECTED VETERANS The Vietnam Era Veterans' Readjustment Assistance Act of

1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and

requires affirmative action to recruit, employ, and advance in employment, disabled

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 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, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by 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

ervices under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

INDIVIDUALS WITH DISABILITIES Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

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

MARYLAND

WORKERS' COMPENSATION

WORKERS' COMPENSATION in LA COMPENSACIÓN DEL TRABAJADOR en

Job Related Accidental Personal Injury or Occupational Disease?

If you are disabled and unable to work for more than three (3) days, your employer's workers' compensation insurance company may pay your medical bills and other expenses and replace two-thirds (2/3) of your salary (limited to the maximum set by law).

If you are injured on the job:

1. Notify your employer or supervisor at once. You cannot receive full benefits unless your employer knows you are injured.

DISCRIMINATION NOTICE

EMPLOYMENT DISCRIMINATION IS UNLAWFUL

COMPLETE LABOR LAW POSTER

How Does The Law Protect Me? State Government Article, §20-602 of the What If My Employer Retaliates? Retaliation is also prohibited under Annotated Code of Maryland provides every Marylander equal protection the law when you exercise your rights to seek relief and redress. in employment regardless of: Race, Sex, Age, Ethnicity, Ancestry or National Origin, Religion, Physical or an employer may not:

Mental Disability, Color, Marital Status, Sexual Orientation, Gender Identity, Genetic Information

What Am I Protected From? You are protected from unlawful discrimination from the following employment-related practices: • Employers cannot discriminate in recruiting, interviewing, hiring, upgrading/promoting, setting work conditions, and discharging an employee.

Labor organizations cannot deny membership to qualified persons or discriminate in apprenticeship programs.

Employment agencies cannot discriminate in job referrals, ask discriminatory pre-employment questions, or circulate information that unlawfully limits employment.

Newspapers and other media cannot publish job advertisements that

Certain agricultural employees

Outside salesman

• Executives, administrative, and professional employees

discriminate.

State of Maryland Commission on Civil Rights 6 Saint Paul Street, Suite 900, Baltimore, MD 21202-1631

public hearing or trial.

Interfere with:

Deny the exercise; or

• Deny the attempt to exercise the right.

by phone, email, fax, letter, or walk-in.

Restrain:

Main: (410) 767-8600 | Toll Free: 1 (800) 637-6247 | TTY: (410) 333-1737 | Fax: (410) 333-1841 | mccr@maryland.gov | www.mccr.maryland.gov

MARYLAND MINIMUM WAGE AND OVERTIME LAW

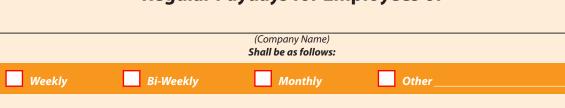
DEFARING TO CHANGE AND REGISTATION	Minimum Wage Rates	\$8.75 Effective 7/1/16	\$9.25 Effective 7/1/17	\$10.10 Effective 7/1/18	Maryland Division of Labor and Industry
	ontgomery Co. and Effect post the applicable rate info		George's Co. NEW minimum	wage rates take effect. Emp	ployers in these
Maryland M	Ainimum Wage and Overt	ime Law (Labor and Emp	oloyment Article, Title 3, Subti	tle 4, Annotated Code of M	aryland)
Tipped Employees (earn State Minimum Wage Rat hour. This amount plus tip Amusement and Recr requirements): must pa Wage Rate or \$7.25, whic Employees under 20 yo Minimum Wage Rate for Overtime Most employees must be over 40 hrs. per week. Ex • Bowling establishments than hospitals) to the s work over 48 hrs. per w	ears of age: must earn at the first 6 months of emplo e paid <u>1.5 times</u> their usual cceptions: s, and institutions providing ick, the aged, or individuals reek all work over 60 hrs. per w	th in tips): must earn the it pay at least \$3.63 per ate Minimum Wage Rate. is (who meet certain of the State Minimum least 85% of the State yment. I hourly rate for all work on-premise care (other is with disabilities for all	Commerce Commission	ainee as part of a public sch yees of organized camps illing food and drink for o n \$400,000 annually n the first canning, packing food is (must earn the State Mi ng/servicing automobiles oter, theater, music festiva rtain railroad requiremen ederal Motor Carrier Act,	consumption on the g or freezing of fruits, nimum Wage Rate): s, farm equipment, al, music pavilion, or ts of the U.S. Dept. and the Interstate
 Immediate family memi 	•			ION OR TO FILE A COMPL	

Volunteers for educational, charitable, religious, and non-profit organizations Employees under 16 working less than 20 hours per week E-mail: dldliemploymentstandards-dllr@maryland.gov

EMPLOYERS ARE REQUIRED BY LAW TO POST THIS INFORMATION. PAY RECORDS MUST BE KEPT FOR 3 YEARS ON OR ABOUT THE PLACE OF WORK. PENALTIES ARE PRESCRIBED FOR VIOLATIONS OF THE LAW. Rev. 8/201

Regular Paydays for Employees of

PAYDAY NOTICE



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 *Special "hours of service" requirements apply to airline flight crew employees take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the **REQUESTING LEAVE** Generally, employees must give 30-days' advance notice of 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);

health condition: 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 s the employee's spouse, child, or parent.

of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, notice of rights and responsibilities under the FMLA. If the employee is not eligible, the the employee must comply with the employer's normal paid leave policies.

continue health insurance coverage as if the employees were not on leave.

one nearly identical to it with equivalent pay, benefits, and other employment terms Wage and Hour Division, or may bring a private lawsuit against an employer. and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against any state or local law or collective bargaining agreement that provides greater family or 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.

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

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. Employees do not have to share a medical diagnosis, but must provide enough To care for the employee's spouse, child, or parent who has a qualifying serious information 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 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 the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

An eligible employee who is a covered servicemember's spouse, child, parent, or next Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

An employee does not need to use leave in one block. When it is medically necessary or **EMPLOYER RESPONSIBILITIES** Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify employer must provide a reason for ineligibility

BENEFITS & PROTECTIONS While employees are on FMLA leave, employers must Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Upon return from FMLA leave, most employees must be restored to the same job or **ENFORCEMENT** Employees may file a complaint with the U.S. Department of Labor, The FMLA does not affect any federal or state law prohibiting discrimination or supersede

medical leave rights.

ELIGIBILITY REQUIREMENTS An employee who works for a covered employer must the employee's worksite.

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

HEALTH INSURANCE COVERAGE

TO BE POSTED HEALTH INSURANCE COVERAGE

You and other members of your family may be eligible under Maryland law to continue to If you wish to continue your health insurance, you MUST give your employer written notice be covered by your former employer's health insurance policy if: • You quit your job or you were terminated from your employment for a reason other than

for cause; and You are covered by your employer under a group hospital-medical policy or a health maintenance organization (HMO) for at least three (3) months prior to being separated from your employment; and You do not have other similar insurance

DLLR PUB/DUI 6116 (02-11)

1-800-492-6116 (Ext. 2244). State of Maryland - Department of Labor, Licensing and Regulation THIS NOTICE APPLIES TO STATE LAW. YOU MAY HAVE BROADER BENEFITS UNDER FEDERAL LAW. TO BE POSTED

IMPORTANT: You will be responsible for paying the entire cost of the health insurance

policy. For further information about the program, you should contact your employer,

or if necessary, telephone the Insurance Administration in Baltimore at (410) 468-2244 or

no later than forty-five (45) days after your last day of work.

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

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

MARYLAND **OCCUPATIONAL** SAFETY and HEALTH ACT

Department of Labor, Licensing and Regulation

Division of Labor and Industry—Employment Standards Service 1100 North Eutaw Street, Room 607 Baltimore, MD 21201 Telephone Number: (410) 767-2357 • Fax Number: (410) 333-7303

For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator 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 indicate where they can get forms and informatic

Tell the doctor who treats you that you were hurt on the job.

3. Complete an Employee's Claim Form C-1 (available by phone or on the Commission's website) and send it to us as soon as possible.

> Note: Witholding information or giving false information about any work-related activity or return to work could prevent you from receiving benefits and may subject you to fines, imprisonment or both.

Employer/Empleador

• • •	
Business Address/Dirección	
City/State/Zip	
Ciudad/Estado/Código Postal	
Federal Employer ID (FEIN)	
Indentificación Federal Del Empleador	
Telephone Number/Número Telefónico	
Insurance Company Name	
La Compañia de Seguro	
Insurance Company Telephone	
Telefónico de la Compañia de Seguro	
MD WCC Form C-24 11/2007	
Aviso: El suminitrar información falsa u ocultar info	rmación sobre cualquier actividad relacionada son

Aviso: El suminitrar información falsa u ocultar información sobre cualquier actividad relacionada son su trabajo o relacionada con su regreso al trabajo, pudiera afectar los beneficios que recibiera o pudiera acarrearle multas, encarcelamiento o ambas.

¿Accidentes por lesión/daño corporal relacionados con el Empleo o Enfermedad Profesional? Si usted se encuentra incapacitado o inhabilitado para trabajar por mas de tres días, el seguro de trabajadores que tienen las compañias pudiera cubrir las facturas médicas y otros gastos relacionados. También le compensarian 2/3 de sus ingresos (Hasta un monto máximo estipulado por la ley).

Si usted sufre una lesión en el trabajo, debe:

- 1. Informarle a su empleador o supervisor de inmediato. No podría recibir todas sus beneficios a menos que su empleador fuere notificado que sufrió una lesión.
- 2. Informarle al médico quien le administre tratamiento que usted se lesionó en su trabajo.
- 3. Llenar el formulario Employee's Claim Form C-1 (disponible consultando la pagina del Internet para el Workers' Compensation o solicitando uno por teléfono). Diligenciarlo para que las oficinas del Workers' Compensation lo reciban lo antes posible.

Maryland Workers' Compensation Commission 10 East Baltimore Street Baltimore, Maryland 21202-1641 (410) 864-5100 **Outside Baltimore (800) 492-0479** Webpage-http://www.wcc.state.md.us TTY Users-711 in Maryland or (800) 735-2258

This notice must be printed on 8.5" X 14" gold or yellow paper, display complete employer information and be posted in a conspicuous location at each work site or location in accordance with COMAR 14.09.01.02 and 14.09.01.03.

MD WCC Form C-24 11/2007

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from preempt any provision of any State or local law or any collective bargaining agreement using lie detector tests either for pre-employment screening or during the course which is more restrictive with respect to lie detector tests.

est or for exerc er rights under the Act.

of employment. PROHIBITIONS Employers are generally prohibited from requiring or requesting any trict standards concerning the conduct and length of the test. Examinees have a number strict standards concerning the conduct and length of the test. Examinees have a number employee or job applicant to take a lie detector test, and from discharging, disciplining, of specific rights, including the right to a written notice before testing, the right to refuse or or discriminating against an employee or prospective employee for refusing to take a discontinue a test, and the right not to have test results disclosed to unauthorized persons. **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations a

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check

nce you last filed form W-4 with your employer did you Marry or divorce? Gain or lose a dependent? Change your name?	copy of Form W-4 or call the IRS at 1-8 your withholding. For more details, get Publication 919, use the Withholding Calculator at www
Vere 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?	Employer: Please post or publish t employees will see it. Please indicate w on this subject.
	Department of the Treasury
st return, you may need to file a new form W-4. See your employer for a	

UNEMPLOYMENT INSURANCE

TO EMPLOYEES YOUR EMPLOYER IS SUBJECT TO the Maryland Unemployment Insurance Law and pays taxes under this law. No deduction is made from your wages for this

IF YOU ARE LAID OFF or otherwise become unemployed, immediately file a claim by calling the telephone number for the area in which you reside or you may file a claim on the internet at the web site address indicated below.

IF YOU ARE ELIGIBLE, you may be entitled to unemployment insurance benefits for as many as 26 weeks.

IF YOU ARE WORKING LESS THAN FULL TIME, you may be eligible for partial benefits. If your regular hours of work have been reduced, promptly file a claim as instructed above, to determine your benefit rights.

IF YOU HAVE BEEN FILING FOR BENEFITS AND RETURN TO WORK, you must report your gross wages before deductions during the week you return to work regardless of whether or not you have been paid.

YOU ARE ENTITLED TO BENEFITS IF:

. You are unemployed through no fault of your own.

2. You have sufficient earnings in your Base Period.

3. You have registered for work and filed a claim for benefits with a Department of Labor, Licensing and Regulation Claim Center listed below. 4. You are able to work, available for work, and actively seeking work.

NOTE: To insure prompt handing of your claim, it is necessary to have your Social Security number available. If you claim dependents under sixteen (16) years of age, you must know the Social Security number of each dependent when you file. If you do not know the Social Security numbers, you will be provided with instructions on how to provide a copy of the dependent's birth certificate or other forms of proof of dependency.

IF YOU ARE TOTALLY OR PARTIALLY UNEMPLOYED CALL:

Phone Number To File A Claim	Area Served	Phone Number To File A Claim	Area Served	Phone Number To File A Claim	Area Served
410-368-5300 1-877-293-4125 (toll free) 301-313-8000 1-877-293-4125 (toll free)	Baltimore City Anne Arundel Howard Calvert Charles Montgomery Prince George's St. Mary's	301-723-2000 1-877-293-4125 (toll free) 410-853-1600 1-877-293-4125 (toll free)	Allegany Frederick Garrett Washington Baltimore Carroll Cecil Harford	410-334-6800 1-877-293-4125 (toll free)	Caroline Dorchester Kent Queen Anne Somerset Talbot Wicomico Worcester
SOLICITUD DE BENEFICIOS DEL DESEMPLEO PARA LA POBLACIÓN DE HABLE HISPANA: 301-313-8000 Para Relevos en Maryland presione 711		TTY FROM BALTIMORE AREA AND OUT-OF-STATE: 410-767-2727 For Maryland Relay Dial 711		TTY TOLL FREE OUTSIDE BALTIMORE (but within Maryland): 1-800-827-4400 For Maryland Relay Dial 711	

TO FILE A CLAIM VIA THE INTERNET: www.mdunemployment.com

IMPORTANT NOTICE

Unemployment Insurance is intended for persons who are unemployed through no fault of their own and who are ready, willing and able to work. Persons who receive benefits through false statements or failure to report ALL earnings will be disqualified and will be subject to criminal prosecution. The Civil Rights Act of 1964 states that no person shall be discriminated against on the basis of race, color, religion, age, sex, or national origin. If you feel you have been discriminated against in the Unemployment Insurance process because of any of these factors, you may file a complaint with the Office of Fair Practices, 1100 North Eutaw Street, Room 613, Baltimore, Maryland 21201.

MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION OFFICE OF UNEMPLOYMENT INSURANCE THIS CARD MUST BE POSTED IN A CONSPICUOUS PLACE

DLLR/DUI 328 (Revised 12-10) Maryland Labor and Employment Article, Title 8, Sec. 8-603

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 You have the right to be reemployed in your HEALTH INSURANCE PROTECTION civilian job if you leave that job to perform service in the uniformed 🔸 If you leave your job to perform military service, you have the right to elect service and you ensure that your employer receives advance written or verbal notice of your service; you have five years or less of cumulative service in the uniformed services while with that particular employer; you return to work or apply for reemployment in a timely manner after conclusion of service: and illnesses or injuries. you have not been separated from service with a disqualifying discharge **ENFORCEMENT** or under other than honorable conditions. f you are eligible to be reemployed, you must be restored to the job and USERRA violations penefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

If you:

U.S. Department of Labor

1-866-487-2365

to continue 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 The U.S. Department of Labor, Veterans Employment and Training

For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its web site at: http://www.dol.gov/vets. An interactive online USERRA Advisor can be

PUBLIC SECTOR

safety and health protection on the job

The Maryland Occupational Safety and Health Act of 1973 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the State. Requirements of the Act include the following:

Public

Publication 213

(Rev. 8-2009) Cat. No. 11047P

Employers: Each public employer shall furnish to each of his or her employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees; and shall comply with occupational safety and health standards issued under the Act.

Public **Employees:** Each public employee shall comply with all occupational safety and health standards, rules,

regulations and orders issued under the Act that apply to his or her own actions and conduct on the job.

The Commissioner of Labor and Industry has the primary responsibility for administering the Act and issuing occupational safety and health standards.

Inspection: The Act provides that the State Government and each of its political subdivisions or any agency thereof shall develop, conduct and maintain a program of self-inspection. This program is to be approved and monitored by the Commissioner of Labor and Industry.

> The Act requires that a representative or representatives authorized by the employees be given an opportunity to participate in the inspection procedure.

Where there is no authorized employee representative, the inspector shall consult with a reasonable number of employees concerning safety and health conditions in the workplace.

Complaint: Public employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe or unhealthful conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request.



The Act provides that employees may not be discharged or discriminated against in anyway for filing safety and health complaints or otherwise exercising their rights under the Act.

A public employee who believes he or she has been discriminated against may file a complaint with the Commissioner within 30 days of the alleged discrimination.

Citation: If upon an inspection performed by the Division of Labor and Industry, the Commissioner believes a public employer has violated the Act, a citation alleging such violations shall be issued to the public employer. Each citation shall specify a time period within which the alleged violation must be corrected.

> The MOSH citation must be prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn employees of dangers that may exist there.

Voluntary Activity:

The Act encourages efforts by labor and management to reduce injuries and illnesses arising out of employment. The Commissioner of Labor and Industry encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries.

Such cooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors.

ADDITIONAL INFORMATION AND COPIES OF THE ACT, SPECIFIC ARYLAND OCCUPATIONAL SAFETY AND HEALTH STANDARDS, AN OTHER APPLICABLE REGULATIONS MAY BE OBTAINED FROM

> **MOSH TRAINING and EDUCATION** 10946 Golden West Drive, Suite 160 Hunt Valley, Maryland 21031 Phone: 410-527-2091

Complaints about the Public Employer Self-inspection Program may be made to the Commissioner of Labor and Industry at the above address.

Service (VETS) is authorized to investigate and resolve complaints of **RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION** are a past or present member of the uniformed service; viewed at: http://www.dol.gov/elaws/userra.htm. have applied for membership in the uniformed service; or If you file a complaint with VETS and VETS is unable to resolve it, you may are obligated to serve in the uniformed service; request that your case be referred to the Department of Justice or the then an employer may not deny you: Office of Special Counsel, as applicable, for representation. initial employment; • You may also bypass the VETS process and bring a civil action against an reemployment retention in employment; employer for violations of USERRA. promotion; or The rights listed here may vary depending on the circumstances. This notice any benefit of employment because of this status. was prepared by VETS, and may be viewed on the internet at this address: n addition, an employer may not retaliate against anyone assisting in the http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires enforcement of USERRA rights, including testifying or making a statement employers to notify employees of their rights under USERRA, and employers n connection with a proceeding under USERRA, even if that person has no may meet this requirement by displaying the text of this notice where they ervice connection

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aw does not apply to tests given by the Federal Government to certain private own court actions. ndividuals engaged in national security-related activities. The Act permits polygraph (a **THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND** 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 who are reasonably suspected of involvement in a workplace incident (theft, mbezzlement, etc.) that resulted in economic loss to the employer. The law does not

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



EQUAL PAY FOR EQUAL WORK

Maryland Equal Pay for Equal Work (Labor and Employment Article Title 3, Subtitle 3)

(i) inquiring about another employee's wages;

(ii) disclosing the employee's own wages;

wages have been disclosed voluntarily;

discussion or disclosure of employee wages.

employee for:

employee's wages; or

of rights under this section.

employee's prior permission.

accordance with the limitation.

protections afforded under this subtitle.

local law;

to disclose wages

(e) Nothing in this section shall be construed to:

and conditions of employment under federal, state, or

(3) limit the rights of an employee provided under any

other provision of law or collective bargaining agreement;

(4) create an obligation on any employer or employee

(5) permit an employee, without the written consent of

3-301. Definitions

of the employee or another employee; or a) In general. - In this subtitle the following words have the (ii) requesting that the employer provide a reason for why meanings indicated. the employee's wages are a condition of employment; (b) Employer. – (2) require an employee to sign a waiver or any other document that purports to deny the employee the (1) "Employer" means: (i) a person engaged in a business, industry, profession, right to disclose or discuss the employee's wages; or

trade, or other enterprise in the State; (ii) the State and its units; (iii) a county and its units; and (iv) a municipal government in the State. (2) "Employer" includes a person who acts directly

or indirectly in the interest of another employer with an employee

c) "Gender Identity" has the meaning stated in § 20-101 of the State Government Article. ("Gender identity" means he gender-related identity, appearance, expression, or (b) (1) subject to paragraph (2) of this subsection, an behavior of a person, regardless of the person's assigned sex at birth, which may be demonstrated by consistent employer may, in a written policy provided to each and uniform assertion of the person's gender identity; or employee, establish reasonable workday limitations on any other evidence that the gender identity is sincerely the time, place, and manner for inquiries about or the

neld as part of the person's core identity.) (d) Wage. (1) "Wage" means all compensation for employment. (2) "Wage" includes board, lodging, or other advantage

provided to an employee for the convenience of the employer. -302. Scope of subtitle

his subtitle applies to an employer of both men and

vomen in a lawful enterprise 3-303. Miscellaneous powers of Commissione

addition to any powers set forth elsewhere, the section shall be an affirmative defense to a claim made (1) use informal methods of conference, conciliation

against an employer by the employee under this section and persuasion to eliminate pay practices that are if the adverse employment action taken by the employer unlawful under this subtitle: and was for a failure to adhere to the reasonable limitation and (2) supervise the payment of a wage owing to an not for an inquiry, a discussion, or a disclosure of wages in

employee under this subtitle. 3-304. Equal pay for equal work

a) means: (1) Assigning or directing the employee into a less favorable career track, if career tracks are offered, or position; (2) Failing to provide information about promotions or advancement in the full range of career tracks offered by the employer; or (3) Limiting or depriving an employee of employment

opportunities that would otherwise be available to the employee but for the employee's sex or gender identity. b) (1) In general. - An employer may not discriminate tween employees in any occupation by

(i) paying a wage to employees of one sex or gender identity at a rate less than the rate paid to employees of another sex or gender identify if both employees work in the same establishment and perform work of comparable character or work on the same operation, in the same business, or of the same type; or

(ii) providing less favorable employment opportunities based on sex or gender on sex or gender identity. (2) For purposes of paragraph (1)(i) of this subsection, an employee shall be deemed to work at the same establishment as another employee if the employees work for the same employer at workplaces located in

the same county of the state. c) Effect of requirement. – Except as provided in subsection d) of this section, subsection (b) of this section does not prohibit a variation in a wage that is based on:

an employer, to disclose proprietary information, trade (1) a seniority system that does not discriminate on the secret information, or information that is otherwise basis of sex or gender identity; subject to a legal privilege or protected by law; or (2) a merit increase system that does not discriminate (6) permit an employee to disclose wage information to

on the basis of sex or gender identity; a competitor of the employer. (3) jobs that require different abilities or skills; 3-305. Records and reports (4) jobs that require the regular performance of (a) (1) Each employer shall keep each record that the different duties or services; (5) work that is performed on different shifts or at (i) wages of employees different times of day; (ii) job classifications of employees; and (6) a system that measures performance based on a (iii) other conditions of employment. quality or quantity or production; or (2) An employer shall keep the records required (7) a bona fide factor other than sex or gender identity, under this subsection for the period of time that the Commissioner requires.

including education, training, or experience in which the factor: (b) On the basis of the records required under this (i) is not based on or derived from a gender-based differential in compensation: (ii) is job related with respect to the position and

3-306. Copies and posting of subtitle. consistent with a business necessity; and (iii) accounts for the entire differential.

shall provide without charge a copy of this subtitle to exceeding \$300. This section does not preclude an employee the emp demonstrating that an employer's reliance on an (b) Posting. - Each employer shall keep posted conspicuously For additional information or to file a complaint, please exception listed in subsection (c) of this section is a pretext in each place of employment a copy of this subtitle. contact: or discrimination on the basis or sex or gender identity. (c) The Commissioner, in consultation with the Maryland FOR MORE INFORMATION CONTACT: (e) Reduction in wages. - An employer who is paying a wage Commission on Civil Rights, shall develop educational Department of Labor, Licensing and Regulation n violation of this subtitle may not reduce another wage materials and make training available to assist employers Division of Labor and Industry to comply with this subtitle. in adopting training, policies, and procedures that comply **Employment Standards Service** 3-304.1 (a) An employer may not: with the requirements of this subtitle. 1100 N. Eutaw St. Rm. 607, Baltimore, MD 21201 (1) prohibit an employee from: 3-306.1. Enforcement Phone: 410-767-2357 (i) inquiring about, discussing, or disclosing the wages (a) Whenever the Commissioner determines that this

sioner requires on:

missioner requires.

Maryland Division of Labor and Indu subtitle has been violated, the Commissioner shall:

(1) try to resolve any issue involved in the violation nformally by mediation; or ask the Attorney General to bring an action on behalf of the applicant or employee. (b) The Attorney General may bring an action under this section in the county where the violation allegedly (3) take any adverse employment action against an

occurred for injunctive relief, damages, or other relief. 3-307. Action against employer by or for employee. (a) Action by employee.

(iii) discussing another employee's wages if those (1) If an employer knew or reasonably should have known that the employer's action violates § 3-304 of (iv) asking the employer to provide a reason for the this subtitle, an affected employee may bring an action against the employer for injunctive relief and to recover the difference between the wages paid to employees (v) aiding or encouraging another employee's exercise of one sex or gender identity and the wages paid to ployees of another sex or gender identity who do

the same type work and an additional equal amount as liquidated damages. (2) If an employer knew or reasonably should have known that the employer's action violates § 3-304.1 of this subtitle, an affected employee may bring an action (2) a limitation established under paragraph (1) of this against the employer for injunctive relief and to recover subsection shall be consistent with standards adopted actual damages and an additional equal amount as by the commissioner and all other state and federal laws.

uidated damages. (3) subject to subsection (d) of this section, limitations (3) An employee may bring an action on behalf of the established under paragraph (1) of this subsection may employee and other employees similarly affected. include prohibiting an employee from discussing or (b) Assignment of claims. - On the written request of an disclosing the wages of another employee without that employee who is entitled to bring an action under this

(c) except as provided in subsection (d) of this section, the section, the Commissioner may (1) take an assignment of the claim in trust for the failure of an employee to adhere to a reasonable limitation included in a written policy under subsection (b) of this employee;

(2) ask the Attorney General to bring an action in accordance with this section on behalf of the employee; and

(3) consolidate 2 or more claims against an employer. c) Limitations period. - An action under this section shall be filed within 3 years after the employee receives from (d) (1) a prohibition established in accordance with the employer the wages paid on the termination of

subsection (b)(3) of this section against the discussion or employment under § 3-505(a) of this title. disclosure of the wages of another employee without that (d) Defense. - The agreement of an employee to work for employee's prior permission may not apply to instances in less than the wage to which the employee is entitled under which an employee who has access to the wage information this subtitle is not a defense to an action under this section. of other employees as a part of the employee's essential job (e) Costs. - If a court determines that an employee is functions if the discussion or disclosure is in response to a entitled to judgment in an action under this section, the complaint or charge or in furtherance of an investigation, court shall allow against the employer reasonable counsel a proceeding, a hearing, or an action under this subtitle, fees and other costs of the action, as well as prejudgment including an investigation conducted by the employer. interest in accordance with the Maryland Rules.

(2) if an employee who has access to wage information 3-308. Prohibited acts; penalties as part of the essential functions of the employee's (a) Prohibited acts of employer. - An employer may not: job discloses the employee's own wages or wage (1) willfully violate any provision of this subtitle; nformation about another employee obtained outside

hinder, delay, or otherwise interfere with the the performance of the essential functions of the missioner or an authorized representative of the employee's job, the employee shall be entitled to all the missioner in the enforcement of this subtitle; (3) refuse entry to the Commissioner or an authorized representative of the Commissioner into a place of (1) require an employee to disclose the employee's wages; employment that the Commissioner is authorized (2) diminish employees' rights to negotiate the terms

under this subtitle to inspect; or (4) discharge or otherwise discriminate against an employee because the employee:

(i) makes a complaint to the employer, the Commissioner, or another person; (ii) brings an action under this subtitle or a proceeding that relates to the subject of this subtitle or causes the action or proceeding to be brought; or (iii) has testified or will testify in an action under this

subtitle or a proceeding that relates to the subject of this subtitle

(b) Prohibited acts of employee. - An employee may not: (1) make a groundless or malicious complaint to the Commissioner or an authorized representative of the Commissioner (2) in bad faith, bring an action under this subtitle;

(3) in bad faith, bring a proceeding that relates to the subject of this subtitle; or (4) in bad faith, testify in an action under this subtitle or

a proceeding that relates to the subject of this subtitle. (c) Action by Commissioner. - The Commissioner may bring an action for injunctive relief and damages against a person who violates subsection (a)(1) or (4) or subsection section, an employer shall make each report that the (b)(1), (3), or (4) of this section.

(d) Penalties. - An employer who violates any provision of subsection (a)(2) or (3) of this section is guilty of a (a) Copies. - On request of an employer, the Commissioner misdemeanor and on conviction is subject to a fine not customarily place notices for employees. Publication Date-October 2008

STATES DEPARTMENT OF LABOR

WAGE AND HOUR DIVISION

1-866-487-9243

TTY: 1-877-889-562

www.dol.gov/



FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can overtime pay provisions of the law. Civil money penalties may also b assessed for violations of the FLSA's child labor provisions. Heightened civi readily see it. OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours money penalties may be assessed for each child labor violation that results

worked over 40 in a workweek. in the death or serious injury of any minor employee, and such assessments CHILD LABOR An employee must be at least 16 years old to work in most non- may be doubled when the violations are determined to be willful or farm jobs and at least 18 to work in non-farm jobs declared hazardous by the repeated. The law also prohibits retaliating against or discharging worker Secretary of Labor. Youths 14 and 15 years old may work outside school hours who file a complaint or participate in any proceeding under the FLSA.

in various non-manufacturing, non-mining, non-hazardous jobs with certain **ADDITIONAL INFORMATION** work hours restrictions. Different rules apply in agricultural employment. Certain occupations and establishments are exempt from the minimum **TIP CREDIT** Employers of "tipped employees" who meet certain conditions may wage, and/or overtime pay provisions. Special provisions apply to workers in American Samoa, the Commonwealth claim a partial wage credit based on tips received by their employees. of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. 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 Some state laws provide greater employee protections; employers must tips combined with the employer's cash wage of at least \$2.13 per hour do not comply with both. Some employers incorrectly classify workers as "independent contractors" equal the minimum hourly wage, the employer must make up the difference. **RSING MOTHERS** The ELSA requires employers to provide reasonable when they are actually employees under the FLSA. It is important to break time for a nursing mother employee who is subject to the FLSA's know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such protections and correctly classified independent contractors are not. Certain full-time students, student learners, apprentices, and workers employee has a need to express breast milk. Employers are also required to with disabilities may be paid less than the minimum wage under special provide a place, other than a bathroom, that is shielded from view and free certificates issued by the Department of Labor

rom intrusion from coworkers and the public, which may be used by the emplovee to express breast milk. **ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or ecommend criminal prosecution. Employers may be assessed civil money

penalties for each willful or repeated violation of the minimum wage or

ACCOMMODATION FOR PREGNANCY DISABILITIES

State of Maryland Commission on Civil Rights **PREGNANT & WORKING** 6 Saint Paul Street, Suite 900, Baltimore, MD 21202-1631

Know Your Rights!

to the same extent certification is required for other temporary disabilities. State Government Article, §20-609(f) If you are pregnant, you have a legal right to a reasonable accommodation if your pregnancy causes or contributes to a disability and the accommodation If required, the certification must include: does not impose an undue hardship on your employer. State Government • Date a reasonable accommodation is medically advisable. Article, §20-609(b) Probable duration of the accommodation should be provided. • Explanation as to the medical advisability of the reasonable accommodation.

What Does That Mean

DLLR

Rev: 9/201

If you have a disability that is contributed to or caused by pregnancy, you Can I Still Get In Trouble? may request a reasonable accommodation at work. Your employer must Retaliation is prohibited under State Government Article, §20-609(h) when explore "all possible means of providing the reasonable accommodation." exercising your rights. If an employee seeks to exercise her right to request State Government Article, §20-609(d). The law lists an assortment of options a reasonable accommodation for a temporary disability due to pregnancy,

for both you and your employer to consider in order to comply with a request an employer may not: for reasonable accommodation. These include, but are not limited to: Changing job duties

Changing work hours Relocation

Providing mechanical or electrical aids

Transfers to less strenuous or less hazardous positions Providing leave

Every situation is different. You must explore every available option with

Do I Need A Doctor's Note?

Rights Officer will work with you to discuss what happened and determine It depends on what your employer requests. The law allows an employer, at 🛛 if there is reason to believe a civil rights violation occurred. You can reach his or her discretion, to require certification from your health care provider MCCR by phone, email, fax, letter, or walk-in. All procedures by MCCR are regarding the medical advisability of a reasonable accommodation, but only **confidential until your case is certified for public hearing or trial.**

Main: (410) 767-8600 | Toll Free: 1 (800) 637-6247 | TTY: (410) 333-1737 | Fax: (410) 333-1841 | mccr@maryland.gov | www.mccr.maryland.gov

NOTICE TO TIPPED EMPLOYEES

NOTICE TO TIPPED EMPLOYEES

Under Maryland law, a tipped employee is an employee who customarily and wages to cover the cost of a customer's charge for food or beverage if regularly received more than \$30 each month in tips or gratuities. Maryland the customer leaves the employer's place of business without paying the law prohibits an employer from requiring a tipped employee to reimburse charge for food or beverages. If you think you have been required to make unt of a customer's charge for an impro food or beverage if the customer leaves the employer's place of business wages related to a customer's charges if the customer leaves the place of without paying for the charges. In addition, unless otherwise provided by business without paying the charges, you may contact the Commissioner of law, and employer is prohibited from making a deduction to an employee's Labor and Industry at:

MARYLAND **OCCUPATIONAL SAFETY and HEALTH ACT**

PRIVATE SECTOR

safety and health protection on the job

The Maryland Occupational Safety and Health Act of 1973 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the State. Requirements of the Act include the following:

- **Employers:** Each employer shall furnish to each of his or her employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees; and shall comply with occupational safety and health standards issued under the Act.
- **Employees:** Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to his or her own actions and conduct on the job.

The Commissioner of Labor and Industry has the primary responsibility for administering the Act and issuing occupational safety and health standards. MOSH Safety and Health Inspectors conduct jobsite inspections to ensure compliance with the Act.

- **Inspection:** The Act requires that a representative authorized by the employees be given an opportunity to accompany the MOSH Inspector for the purpose of aiding the inspection.
 - Where there is no authorized employee representative, the MOSH Inspector shall consult with a reasonable number of employees concerning safety and health conditions in the workplace.
- **Complaint:** Employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe or unhealthful conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request.

The Act provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights under the Act.

An employee who believes he or she has been discriminated against may file a complaint with the Commissioner and/or the Federal Occupational Safety and Health Administration Regional Office within 30 days of the alleged discrimination.



Citation: If upon an inspection the Commissioner believes an employer has violated the Act, a citation alleging such violations shall be issued to the employer. Each citation shall specify a time period within which the alleged violation must be corrected.

> The MOSH citation must be prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn employees of dangers that may exist there.

Proposed

Penalty: The Act provides for mandatory civil penalties against employers of up to \$7,000 for each serious violation and for optional penalties of up to \$7,000 for each nonserious violation. Civil penalties of up to \$7,000 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Act maybe assessed civil penalties of up to \$70,000 for each such violation

> Criminal penalties are also provided for in the Act. Any willful violation resulting in death of an employee, upon conviction, is punishable by a fine of not more that \$10,000 or by imprisonment for not more than six months, or by both. Conviction of an employer after a first conviction doubles these maximum penalties.

Voluntary Activity: While providing penalties for violation, the Act also encourages efforts by labor and management to reduce injuries and illnesses arising out of employment. The Commissioner of Labor and Industry encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries.

> Such cooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors. There are many public and private organizations that can provide information and assistance in this effort, if requested.

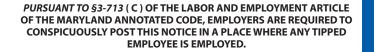
ADDITIONAL INFORMATION AND COPIES OF THE ACT, SPECIFIC ARYLAND OCCUPATIONAL SAFETY AND HEALTH STANDARDS, AND OTHER APPLICABLE REGULATIONS MAY BE OBTAINED FROM

> MOSH TRAINING and EDUCATION 10946 Golden West Drive, Suite 160 Hunt Valley, Maryland 21031

• Deny the attempt to exercise the right. Any form of retaliation is grounds to file a Complaint of Discrimination with the Maryland Commission on Civil Rights (MCCR). What If I Am A Victim Of Discrimination If you believe your rights under the law have been violated, you must your employer to decide what accommodation best suits your needs. contact MCCR within 6 months of the alleged incident. A trained Civil

 Interfere with: Restrain: • Deny the exercise; or

Department of Labor, Licensing and Regulation Division of Labor and Industry Employment Standards Service 1100 North Eutaw Street, Room 607 Baltimore, MD 21201 Telephone Number: (410) 767-2357 • Fax Number: (410) 333-7303 E-mail: dldliemploymentstandards-dllr@maryland.gov



Rev. 9/2015





Complaints about State Program administration may be made to Regional Administrator, Occupational Safety and Health Administration, The Curtis Center, Suite 740 West, 170 S. Independence Mall West, Philadelphia, PA 19106-3309

