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EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

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

PENNSYLVANIA

requesting any employee or job applicant to take a lie detector test, subject to numerous strict standards concerning the conduct and and from discharging, disciplining, or discriminating against an length of the test. Examinees have a number of specific rights, employee or prospective employee for refusing to take a test or for including the right to a written notice before testing, the right to refuse exercising other rights under the Act.

EXEMPTIONS Federal, State and local governments are not affected by unauthorized persons. related activities. The Act permits polygraph (a kind of lie detector) or job applicants may also bring their own court actions. tests to be administered in the private sector, subject to restrictions, to THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE certain prospective employees of security service firms (armored car, **EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.** alarm, and guard), and of pharmaceutical manufacturers, distributors alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not

PROHIBITIONS Employers are generally prohibited from requiring or **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are or discontinue a test, and the right not to have test results disclosed to

the law. Also, the law does not apply to tests given by the Federal **ENFORCEMENT** The Secretary of Labor may bring court actions to Government to certain private individuals engaged in national security- restrain violations and assess civil penalties against violators. Employees

WAGE AND HOUR DIVISION UNITED STATES Ĩ www.dol.gov/whd



WHE DEPARTMENT OF LABOR -866-487-9243 TTY: 1-877-889-5627 WH1462 REV 07/16

NO SMOKING NOTICE

NO SMOKING

There's a new Air about Pennsylvania Smoke-Free is now the Law!

NO FUMAR Hay un nuevo aire sobre Pennsylvania Libre de humo es ahora la Ley!

PENNSYLVANIA MINIMUM WAGE

MINIMUM WAGE LAW SUMMARY pennsylvania LABOR & INDUSTRY BUREAU OF LABOR LAW COMPLIANCE MUST BE POSTED IN A CONSPICUOUS PLACE IN EVERY

PENNSYLVANIA BUSINESS GOVERNED BY THE MINIMUM WAGE ACT

The Pennsylvania Minimum Wage Act establishes a fixed Minimum Wage and • Individuals with a physical or mental deficiency or injury may be paid less Overtime Rate for employees. It also sets forth compliance-related duties for the Department of Labor & Industry and for employers. In addition, the Minimum Wage Act provides penalties for noncompliance. This summary is for general information only and is not an official position formally adopted by the Department of Labor & Industry

Overtime Rate: Workers shall be paid 11/2 times their regular rate of pay after 40 hours worked in a workweek (Except as Described)

> **MINIMUM WAGE RATE:** \$7.25 per hour Effective July 24, 2009 (Except as Described)

than the applicable minimum wage if a license specifying a rate commensurate with productive capacity is obtained from the Bureau of Labor Law Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750), or a federal certificate is obtained under Section 14(c) of the Fair Labor Standards Act from the U.S. Department of Labor

EXEMPTIONS FROM OVERTIME RATES

 A seaman Any salesman, parts man or mechanic primarily engaged in selling an servicing automobiles, trailers, trucks, farm implements or aircraft, employed by a non-manufacturing establishment primarily engaged in t selling of such vehicles to ultimate purchasers. (Example: 51% of business

DISCRIMINATION

COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION **EMPLOYMENT PROVISIONS OF THE PENNSYLVANIA HUMAN RELATIONS ACT**

(Act of October 27, 1955, P.L. 744, as Amended)

PURPOSE OF PROVISIONS The purpose of the employment provisions of the Pennsylvania Human Relations Act is to prevent and eliminate unlawful discriminatory practices in employment because of race, color, religion, ancestry, age (40 and above), sex, national origin, non-job related disability, known association with a disabled individual, possession of a diploma based on passing a general education development test, or willingness or refusal to participate in abortion or sterilization.

UNLAWFUL DISCRIMINATORY PRACTICES It is unlawful — on the basis of the facts listed above — for an employer, labor union or employment agency to: 1. Deny any person an equal opportunity to obtain employment, to be promoted and to be accorded all other rights to compensation, tenure and other terms, conditions and privileges of employment. 2. Deny membership rights and privileges in any labor organization. 3. Deny any person equal opportunity to be referred for employment. 4. Refuse to contract or otherwise discriminate in contracting with any independent contractor who is licensed by the Bureau of Professional and Occupational Affairs. It is also unlawful for any person, employer, labor union or employment agency to retaliate against an individual because the individual has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or abet any unlawful discriminatory practice under the Human Relations Act.

PARTIES SUBJECT TO THE ACT The employment provisions of the Pennsylvania Human Relations Act apply to: (1) Employers of 4 or more persons, including units of state and local government, (2) Labor organizations, and (3) Employment agencies. WHO MAY FILE A COMPLAINT Complaints may be filed within 180 days of the alleged act of discrimination by any of the following: (1) Any person who believes he or she has been discriminated against, (2) The Pennsylvania Human Relations Commission, (3) The Attorney General of Pennsylvania, or (4) An employer whose employees hinder compliance with the provisions of the Act. PARTIES EXEMPT FROM THE ACT The employment provisions of the Pennsylvania Human Relations Act do not apply to: (1) Any individual employed in agriculture or domestic service, (2) any individual who, as part of his or her employment, resides in the

personal residence of the employer, (3) Any individual employed by his or her parents, spouse or child. WHO MUST POST THIS NOTICE Every employer, labor organization and employment agency subject to the employment provisions of this Act is required by law to post this notice in a conspicuous, easily accessible and well-lighted location customarily frequented by applicants,

employees or members ng, defacing, covering up or destroying this notice is a violation of the Pennsylvania WARNING: Remov

Crimes Code and may subject you to fine or imprisonment. For further information, write, phone or visit the Pennsylvania Human Relations Commission:

Executive Offices: 333 Market Street, 8th Floor · Harrisburg, PA 17126 (717) 787-4410 • (717) 787-7279 (TTY) or visit us at www.phrc.state.pa.us

To file a complaint contact the Regional Office nearest you:

Pittsburgh	Harrisburg	Philadelphia
301 5th Ave., Suite 390,	333 Market Street,	110 N. 8th St.,
Piatt Place	8th Floor	Suite 501
Pittsburgh, PA 15222	Harrisburg, PA 17126-0333	Philadelphia, PA 19107
(412) 565-5395	(717) 787-9780	(215) 560-2496
(412)565-5711 (TTY)	(717) 787-7279 (TTY)	(215) 560-3599 (TTY)
(412)565-5711 (11Y)	(717) 787-7279 (11Y)	(215) 560-3599 (11Y)

WORKERS' COMPENSATION

pennsylvania **REMEMBER: IT IS IMPORTANT TO TELL YOUR EMPLOYER ABOUT YOUR INJURY**

The name, address and telephone number of your employer's workers' compensation insurance company, third-party administrator (TPA), or person handling the workers' compensation claims for your company, as shown below.

Employer Name:	Date Posted:
IF INSURED:	IF SOMEONE OTHER THAN INSURER IS HANDLING CLAIMS:
(Complete all applicable spaces)	(Complete all applicable Spaces)
Name of Insurance Company:	Name of TPA (Claims administrator):
Address:	Address:
Telephone Number:	
Insurer Code:	
IF SELF-INSURED:	IF SOMEONE OTHER THAN SELF-INSURER IS HANDLING CLAIMS:
(Complete all applicable spaces)	(Complete all applicable Spaces)
Name of person handling claims at the self-insured:	Name of TPA (Claims administrator):
Address:	
Telephone Number:	Address:
Insurer Code:	

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 employee

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 is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next 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. An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Upon return rom FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions. An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must: Have worked for the employer for at least 12 months;

Have at least 1,250 hours of service in the 12 months before taking leave;* and Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

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 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 informatior To care for the employee's spouse, child, or parent who has a qualifying serious to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient nformation 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 hat 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. 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.

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 the employee if he or she is eligible for FMLA leave and, if eligible, must also 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 designated as FMLA leave.

ENFORCEMENT Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

WH1420a REV 04/10 For additional information or to file a complaint: 1-866-4-USWAGE **WHE** (1-866-487-9243) TTY: 1-877-889-5627 WWW.WAGEHOUR.DOL.GOV 口石田 U.S. Department of Labor | Wage and Hour Divisio

PENNSYLVANIA WORKER AND COMMUNITY RIGHT TO KNOW ACT

EMPLOYEE WORKPLACE NOTICE | PUBLIC SECTOR

Pennsylvania Worker and Community Right To Know Act

The Pennsylvania Worker and Community Right to Know Act requires that information about hazardous substances in the workplace and in the environment is available to public sector employees and employees of private sector workplaces not covered by the Federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard and to all persons living or working in the state. Employee rights listed below are further defined in the Worker and Community Right to Know Act (PL. 734, No. 159) and Regulations. For additional information, contact the Department of Labor & Industry, Bureau of Workers' Compensation, Health & Safety Division, 1171 S. Cameron Street, Room 324, Harrisburg, Pennsylvania 17104-2501; (717) 772-1635; E-mail: RA-LI-BWC-SAFETY@pa.gov.

Employee Workplace Notice: Public sector employers (including state and local Industry, the requesting employee may refuse to work with the substance. government agencies and public schools and public universities) and private sector **Environmental Hazard Survey Form:** The Environmental Hazard Survey Form (EHSF) employers not covered by the OSHA Hazard Communication Standard must post this provides information about any environmental hazards emitted, discharged or disposed notice informing employees of their rights under the law. This notice must be posted of from the workplace. All employers are required to complete an EHSF when and if prominently in the workplace at a location where employee notices are normally posted. requested to do so by the Department of Labor & Industry. If an EHSF has been completed **Training:** Public sector employers and private sector employers not covered by the by a public sector employer or a private sector employer not covered by the OSHA Hazard OSHA Hazard Communication Standard must provide an annual education and Communication Standard, a copy must be provided to any employee upon request. training program to employees exposed to hazardous substances. The training Labeling: All containers and ports of pipelines of hazardous and non-hazardous program may be presented either in written form or in training sessions.

provides an inventory of the hazardous substances found in the workplace during the must ensure that each label, sign, placard or other operating instruction is prominently prior calendar year. All employers must complete a workplace HSSF annually. Public affixed and displayed on the container or port of a pipeline system so that employees sector employers and private sector employers not covered by OSHA must post the HSSF can easily identify the contents. prominently in the workplace and must provide a copy to any employee upon request. Work Area List: The Work Area List names the hazardous substances used or produced not covered by the OSHA Hazard Communication Standard must maintain and allow in a specific work area in the workplace. Public sector employers and private sector employee access to records of employee chemical exposure to the extent required by employers not covered by the OSHA Hazard Communication Standard must update a OSHA (under 29 CFR 1910.1200) or by the Mine Safety Health Administration (under Work Área List at least annually, must provide a copy to any employee of the work area 30 CFR 70.210 and 71.210). upon request, and must offer a copy to any employee newly assigned to that work area. Non-discrimination: If a public sector employee or an employee of a private rial Safety Data Sheet: The Material Safety Data Sheet (MSDS) provides detailed

substances in public sector workplaces and private sector workplaces not covered by Hazardous Substance Survey Form: The Hazardous Substance Survey Form (HSSF) the OSHA Hazard Communication Standard must be properly labeled. Employers

Health and Exposure Records: Public sector employers and private sector employers

workplace not c elieves by an er and of the lustry,

Fipped Employees: An employer may pay a minimum of \$2.83 per hour to an employee who makes \$135.00 per month in tips. The employer must make up the difference if the tips and \$2.83 do not meet the regular Pennsylvania minimum wage

Keeping Records: Every employer must maintain accurate records of each employee's earnings and hours worked, and provide access to Labor & Industry. Penalties: Failure to pay the legal minimum wage or other violations may result in payment of back wages and other civil or criminal action where warranted. **Exemptions:** Overtime applies to certain employment classifications. Special Allowances For: Students, learners and people with disabilities, upon

application only.

EXEMPTIONS FROM BOTH Minimum Wage and Overtime Rates

Labor on a farm

Department

Domestic service in or about the private home of the employer Delivery of newspapers to the consumer

Publication of weekly, semi-weekly or daily newspaper with a circulation of less than 4,000 when the major portion of circulation is in the county where published or a bordering county

Bona fide outside salesman

Educational, charitable, religious, or nonprofit organization where no employer-employee relationship exists and service is rendered gratuitously Golf caddy

In seasonal employment, if the employee is under 18 years of age or if a student under 24 years of age is employed by a nonprofit health or welfare agency engaged in activities dealing with children with disabilities or by a nonprofit day or resident seasonal recreational camp for campers under the age of 18 years, which operates for a period of less than three months in any one year In employment by a public amusement or recreational establishment, organized camp, or religious or nonprofit educational conference center, if (i) it does not operate more than seven months a year or (ii) during the preceding calendar year, the average receipts for any 6 months were not more than 33% of its average receipts for the other 6 months of such year Switchboard operator employed by an independently-owned public

telephone company which has no more than 750 stations Employees not subject to civil service laws who hold elective office or are on the personal staff of such an officeholder, are immediate advisers to the officeholder, or are appointed by the officeholder to serve on a policy making level Executive, Administrative, and Professional employees, as defined by the

ALLOWANCES

Wages paid to any employee may include reasonable cost of board, lodging and other facilities. This may be considered as part of the minimum wage if the employee is notified of this condition and accepts it as a usual condition of employment at the time of hire or change of classification. The wages, including food credit plus tips, must equal the current minimum wage.

Board: Food furnished in the form of meals on an established schedule. Lodging: Housing facility available for the personal use of the employee at all hours.

Reasonable Cost: Actual cost, exclusive of profit, to the employer or to anyone affiliated with the employer

EXCEPTIONS FROM MINIMUM WAGE RATES

• Learners and students (bona fide high school or college), after obtaining a Special Certificate from the Bureau of Labor Law Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750) may be paid 85% of the minimum wage as follows:

Learners: 40 hours a week. Maximum eight weeks Students: Up to 20 hours a week. Up to 40 hours a week during school

vacation periods

MORE INFORMATION IS AVAILABLE ONLINE

Additional information about the Minimum Wage Act is available online at: www.dli.pa.gov,

PA Keyword: Minimum Wage. From the Web site you can submit a complaint form, find answers to frequently asked questions and read more about the second s the Minimum Wage Act.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

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.

selling as opposed to 49% in servicing such vehicles) Taxicab driver • Any employee of a motor carrier the Federal Secretary of Transportation h

power to establish qualifications and maximum hours of service under U.S.C. Section 3102 (b)(1) and (2) (relating to requirements for gualification hours of service, safety and equipment standards)

 Any employee engaged in the processing of maple sap into sugar (other th refined sugar) or syrup • Employment by a motion picture theatre

• Announcer, news editor, chief engineer of a radio or television station, major studio of which is located in:

• City or town of 100,000 population or less, if it is not part of a standa metropolitan statistical area having a total population in excess of 100,000; • City or town of 25,000 population or less, which is part of such an area b is at least 40 airline miles from the principal city in the area

• The hours of an employee of an air carrier subject to the provisions of Title of the Railway Labor Act (Public Law 69-257, 44 Stat. 577, 45 U.S.C. § 181 sea.) when:

• the hours are voluntarily worked by the employee pursuant to a shift trading practice under which the employee has the opportunity to redu hours worked in any workweek by voluntarily offering a shift for trade reassignment; or

• the required hours of work, wages and overtime compensation have be agreed to either in a collective bargaining agreement between the employ and labor organization representing employees for purposes of collect bargaining or pursuant to a voluntary agreement or understanding arrive at between the employer and employee

FOR OUTSTIONS (COMPLAINTS

FOR QUESTIONS/COMPLAINTS						
CONTACT:	COUNTIES SERVED:					
Bureau of Labor Law Compliance Altoona District Office 1130 12th Avenue, Suite 200 Altoona, PA 16601-3486 Phone: 814-940-6224 or 877-792-8198	Armstrong Clinton Jefferson Bedford Elk McKean Blair Fayette Mifflin Cambria Forest Potter Cameron Fulton Somerset Centre Huntingdon Warren Clarion Indiana Westmoreland Clearfield					
Bureau of Labor Law Compliance Harrisburg District Office 651 Boas Street, Room 1301 Harrisburg, PA 17121-0750 Phone: 717-787-4671 or 800-932-0665	Adams Juniata Columbia Lancaster Cumberland Lebanon Dauphin Montour Franklin					
Bureau of Labor Law Compliance Philadelphia District Office 110 North 8th St. Suite 203 Philadelphia, PA 19107 Phone: 215-560-1858 or 877-817-9497	Bucks Chester Delaware Montgomery Philadelphia					
Bureau of Labor Law Compliance Pittsburgh District Office 301 5th Avenue, Suite 330 Pittsburgh, PA 15222 Phone: 412-565-5300 or 877-504-8354	Allegheny Greene Beaver Lawrence Butler Mercer Crawford Venango Erie Washington					
Bureau of Labor Law Compliance Scranton District Office 201-B State Office Bldg. 100 Lackawanna Avenue Scranton, PA 18503 Phone: 570-963-4577 or	Berks Lycoming Sullivan Bradford Monroe Susquehanna Carbon Northampton Tioga Lackawanna Pike Wayne Lehigh Schuylkill Wyoming Luzerne					

201-B State Office Bldg. 100 Lackawanna Avenue Scranton, PA 18503 Phone: 570-963-4577 or 877-214-3962	Carbon Lackawanna Lehigh Luzerne	Northampton Pike Schuylkill	Tioga Wayn Wyomi
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ed in selling and nts or aircraft, if ily engaged in the 51% of business is Fransportation has f service under 49 s for qualifications,	Insurer Code: Telephone Number: Any individual filing misleading or incomplete information knowingly and with the intent to defraud is in violation of Section 1102 of the Pennsylvania Workers' Compensation Act, 77 P.S. \$1039.2, and may also be subject to criminal and civil penalties under 18 Pa. C.S.A. \$4117 (relating to insurance fraud). Employer Information Services 717.772.3702 Claims Information Services to Information Services Include PA: 800.482.2383 Include PA: 717.772.4447 Hearing Impaired PA Relay 7-1-1 Email ra-li-bwc-helpline@pa.gov LIBC-500 REV 09-22 Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program Equal Opportunity Employer/Program Image: Comparison of Section 1102 of the Pennsylvania of Section 1102 of	Material Safety Data Sheet: The Material Safety Data Sheet (MSDS) provides detailed information about a hazardous substance. In public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard, an MSDS must be accessible in the work area where the hazardous substance it describes is used. MSDSs must be readily available to employees without the intervention of management or supervisors, and any employee may obtain and examine an MSDS for any hazardous substance in the workplace. If an employee's request to obtain a copy of an MSDS is made to the employer in writing and, after five working days from the date the request is made, the employer fails to furnish the employee with an MSDS in the employer's possession or fails to provide the employee with proof of the employer's effort to obtain the requested MSDS from the manufacturer, importer, supplier or distributor and from the Department of Labor & IBC-262 REV 03-20
sugar (other than	PAYDAY NOTICE	UNEMPLOYMENT COMPENSATION
vision station, the	Regular Paydays for Employees of	
part of a standard ccess of 100,000; or		PENNSYLVANIA UNEMPLOYMENT COMPENSATION PENNSYLVANIA UNEMPLOYMENT COMPENSATION PENNSYLVANIA UNEMPLOYMENT COMPENSATION
of such an area but rea	(Company Name) Shall be as follows:	Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law, I am registered with the Pennsylvania Department of Labor & Industry as:
rovisions of Title II 45 U.S.C. § 181 et	Weekly Bi-Weekly Monthly Other	EMPLOYER NAME
ursuant to a shift-	By:Title:	ADDRESS
ortunity to reduce a shift for trade or	By: Title:	PA UC ACCOUNT NUMBER
nsation have been	WITHHOLDING STATUS	The UC Law can provide you with an income during periods when you are either partially or totally unemployed through no fault of your own. If you become UNEMPLOYED or your HOURS ARE REDUCED due to LACK OF WORK, the company, department, agency, commission, or bureau where you worked may provide you with a completed Form UC-1609 , How to Apply for Unemployment Compensation (UC) Benefits.
veen the employer poses of collective	YOU MAY NEED TO CHECK YOUR WITHHOLDING	IMPORTANT
erstanding arrived	Since you last filed form W-4 with your employer did you• Your itemized deductions? • Your tax credits?Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS web site.• Marry or divorce? • Gain or lose a dependent? • Change your name?If you can answer "YES" To any of these questions or you owed extra tax when you filed your last return, you mayWithholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS web site.Barry or divorce? • Change your name?If you can answer "YES" To any of these questions or you owed extra tax when you filed your last return, you mayBarry or use the Withholding Calculator at www.irs.gov/individuals on the IRS web site.	Your UC application will be dated effective the week in which you actually file the application for benefits. You should file a new claim or reopen an existing claim during the first week in which you are unemployed or that your hours NOTE: To file an application for UC benefits, you will need to provide your: Social Security Number Alien registration number (if not a U.S. citizen) Complete mailing and home address
RVED: Jefferson McKean Mifflin Potter	 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)? need to file a new form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax 	 for benefits. You should file a new claim or reopen an existing claim during the first week in which you are unemployed or that your hours are reduced. You may risk losing some benefit eligibility if you file after the first week you are unemployed. Alien registration number (if not a U.S. citizen) Complete mailing and home address Name, address, and account number of employer(s) from Form UC-1609 Dates of employment and reasons for leaving Most recent pay stub (optional but helpful) Personal Identification Number (PIN) (if you have one from a prior claim)
Somerset n Warren Westmoreland	EQUAL PAY LAW	You may file your new application, reopen an existing claim or get information about the UC Program online at www.uc.pa.gov , or by calling the UC Service Center at 888-313-7284. TTY: (Hearing Impaired) at 888-334-4046.
Juniata Lancaster Lebanon Montour	Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Equal Pay Law ABSTRACT OF THE EQUAL PAY LAW Discrimination on Basis of Sex Prohibited Prohibits discrimination by any employer in any place of employment between employees on the basis of sex, by paying wages to any employee at a rate less than the rate paid to employees of the opposite sex for work under equal conditions on jobs which require equal skills. Provides that variation in payment of wages is not prohibited when based on a seniority,	 When claiming UC benefits, you must report gross wages that you earned during any week for which you are claiming UC benefits. Computer crossmatching is used to detect the illegal receipt of UC payments resulting from unreported work and earnings, as well as unreported pensions. REMEMBER: Whenever you have questions or any problem regarding your UC claim, contact your UC Service Center. Do not take outside advice. Outside advice may be incorrect and could adversely affect your eligibility to receive UC benefits. A person who knowingly makes a false statement or knowingly withholds information to obtain UC benefits commits a criminal offense under section 801 of the UC Law, 43 P.S. §871, and may be subject to a fine, imprisonment, restitution and loss of future benefits.
	training or merit increase system that does not discriminate on the basis of sex. Administration Empowers the Secretary of Labor & Industry to	Auxiliary alas and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program UC-700 REV 09-17
e ery	administration inflowers the sected by the labor a modestry to an englishing of the act, or discharges or otherwise discriminates against an employee who makes a complaint, institutes, or testifies at, proceedings under the act; and	USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT
nia Greene	 the collection of unpaid wages due under the act and in addition, an equal amount of liquidated damages and reasonable attorney's fee and costs. Authorizes the Secretary of Labor & Industry and upon an employee's request, to take assignment of such a wage claim for (2) employer who fails to keep required records, falsifies such records, hinders, delays, or otherwise interferes with the Secretary or his authorized representative in the performance of his duties in the enforcement of the act. Each day a 	YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT \therefore $($ $($ $($ $($ $))) (()) ()) (()) (()) (()) (()) (()) (()) (()) (()) (()) (()) (()) $
awrence Mercer Yenango ashington	collection. Limits the period for such action to two years from the violation continues shall constitute a separate offense. More Information is Available Online Additional information about the Equal Pay Law is available online at: www.state.pa.us, PA Keyword: labor & industry. Click on "Labor Law Compliance" under Quick Links. Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program	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 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
g Sullivan Susquehanna on Tioga	PUBLIC ACCOMMODATION	service in the uniformed 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
Wayne I Wyoming	COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION PUBLIC ACCOMMODATION PROVISIONS PENNSYLVANIA HUMAN RELATIONS ACT (Act of October 27, 1955, PL, 744, as Amended)	service; and • you have not been separated from service with a disqualifying discharge or under other than benerable conditions
read more about	Under this Act, a public accommodation is any accommodation which is open to, accepts or solicits the patronage of the general public, including government services. It is unlawful for any owner, lessee, proprietor, manager, superintendent, agent, or employee of any public accommodation to discriminate against any person in the full use and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, disability, known association with a person with a disability, use of a guide or support animal due to blindness, deafness or physical disability or because the user is a handler or trainer of such animals. This notice, which has been prepared and distributed by the Pennsylvania Human Relations Commission, must be posted by any owner, lessee, proprietor or manager of a public accommodation. Notices must be posted conspicuously in easily accessible and well-lighted places at the public accommodation, where they may be readily seen by those seeking or granting any of the accommodations, advantages, facilities or privileges of such public accommodation. Complaints must be filed within 180 days of the alleged act of discrimination.	 If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, 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 membership in the uniformed service; or • are obligated to serve in the uniformed service; • have applied for the nan employer may not deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • any benefit of employment, because of this status. If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job. For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra. If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
LLC-1 REV 06-22	WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment. For further information, write, phone or visit the Pennsylvania Human Relations Commission: Executive Offices: 333 Market Street, 8th Floor • Harrisburg, PA 17126-0333	In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

Publication Date — May 2022

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this equirement by displaying the text of this notice where they customarily place notices for employees.



OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

CHILD LABOR LAWS



ABSTRACT OF THE CHILD LABOR ACT HOURS PROVISIONS

Employment prohibited after 7 p.m. and before 7 a.m.

Exceptions: During school vacations, minors may be employed until 9 p.m.

5 a.m. to 8 p.m., except during school vacation, then until 9 p.m. Members

WORK TIME

Exceptions: During school vacations, minors may be employed until

of volunteer fire companies may participate in training and firefighting

Minors at least age 11 may be employed in newspaper delivery from

MUST BE POSTED IN A CONSPICUOUS PLACE WHERE ANY PERSON UNDER AGE 18 IS EMPLOYED

This summary is for general information, and is not to be considered in the same light as official statements contained in the Act or its regulations. Minors under 16 must have a written statement by the minor's parent or guardian acknowledging the duties and hours of employment and granting permission to work.

HOURS OF EMPLOYMENT—AGES 14 & 15*

WORK TIME

During School Term: Maximum three hours on school days, eight hours on any other day, and 18 hours per school week (Monday— Friday), and only at a time that does not interfere with school attendance. Plus eight additional hours on Saturdays and Sundays.

HOURS OF EMPLOYMENT

Exception: Students 14 and older, whose employment is part of a recognized school work program, may be employed for hours, when combined with school hours, not exceeding eight in a day.

During School Vacations: Maximum eight hours/day, 40 hours/week.

HOURS OF EMPLOYMENT—AGES 16 & 17* **

HOURS OF EMPLOYMENT

Employment prohibited before 6 a.m. and after 12 a.m.

activities until 10 p.m. with written parental consent.

During School Term: Maximum eight hours a day and 28 hours per school week (Monday—Friday). Plus eight additional hours on Saturdays and Sundays.

1 a.m. Members of volunteer fire companies may continue serving During School Vacations: Maximum 48 hours/week; 10 hours/day; a in answer to a fire call until excused by chief. minor may refuse any request to work greater than 44 hours/week.

* Minors employed as sports attendants are not subject to the Act's hours and work time restrictions.

- **EXCEPT: A) Minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code are not subject to the Act's hours of employment or work time restrictions.
 - B) Special rules apply to young adults, 16 and 17 years of age, employed during a school vacation as a counselor by a summer resident camp operated by a religious or scout organization.

MAXIMUM EMPLOYMENT: NOT MORE THAN six CONSECUTIVE DAYS (except newspaper delivery). 30 MINUTE MEAL PERIOD REQUIRED ON OR BEFORE five CONSECUTIVE HOURS OF WORK.

For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at www.dli.state.pa.us and click on "Labor Law Compliance."

Address inquiries and complaints to one of the offices of the Bureau of Labor Law Compliance:

Altoona District Office	Harrisburg District Office	Philadelphia District Office
1130 12th Ave.	1301 Labor & Industry Building	110 North 8th St.
Suite 200	651 Boas St.	Suite 203
Altoona, PA 16601	Harrisburg, PA 17121	Philadelphia, PA 19107
814-940-6224 or 877-792-8198	717-787-4671 or 800-932-0665	215-560-1858 or 877-817-9497
Pittsburgh Distr	ict Office Scranto	n District Office
301 5th A	ve. 201 B Sta	ite Office Building

Suite 330	100 Lackawanna Ave.
Pittsburgh, PA 15222	Scranton, PA 18503
412-565-5300 or 877-504-8354	570-963-4577 or 877-214-3962

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

LLC-5 REV. 01-13

LABOR & INDUSTRY

Department of Labor & Industry

Bureau of Labor Law Compliance Hours of Work for Minors Under Eighteen employed at

(Give name of establishment, department and floor, or otherwise designate workers to whom this schedule applies.)																	
Show daily time of starting work, time for meal or rest periods, and time of stopping work.																	
NAME OF EMPLOYEE	AGE	SUN	DAY	MON	DAY	TUES	DAY	WEDNE	ESDAY	THUR	SDAY	FRID	DAY	SATU	RDAY	TOTAL SCHOOL HOURS PER WEEK IF UNDER 16	TOTAL HOURS FOR WEEI
		FROM	то	FROM	то	FROM	то	FROM	то	FROM	то	FROM	то	FROM	то		

NOTE: Minors between 14 and 16 years of age may not be employed at times that interfere with regular school attendance. Hours spent in school must be included in daily and weekly hours of work

Know Your Rights: Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.					
 Who is Protected? Employees (current and former), including managers and temporary employees Job applicants Union members and applicants for membership in a union 	requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history) • Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation,	 Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding. What can You Do if You Believe Discriminati has Occurred? 			
What Organizations are Covered?Most private employers	or proceeding. What Employment Practices can be	Contact the EEOC promptly if you suspect discrimination. Do not delay, because there			

Pittsburgh 301 5th Ave., Suite 390,

Piatt Place

Pittsburgh, PA 15222 (412) 565-5395

(412)565-5711 (TTY)

Race

What Organizations are Covered? Most private employers State and local governments (as employers) Educational institutions (as employers) Unions Staffing agencies	or proceeding. What Employment Practices can be Challenged as Discriminatory? All aspects of employment, including: • Discharge, firing, or lay-off • Harassment (including unwelcome verbal	Contact the EEOC promptly if you discrimination. Do not delay, beca are strict time limits for filing a cha discrimination (180 or 300 days, d where you live/work). You can rea in any of the following ways:	ause there arge of epending on
What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of: • Race • Color	or physical conduct) • Hiring or promotion • Assignment • Pay (unequal wages or compensation) • Failure to provide reasonable accommodation for a disability or a sincerely held religious belief, observance or practice	Submit an inquiry through the EE portal: https://publicportal.eeoc. Login.aspx Call 1–800–669–4000 (toll free) 1–800–669–6820 (TTY) 1–844–234–5122 (ASL video)	gov/Portal/
• Religion • National origin	Benefits Job training	Visit an EEOC field office (informa www.eeoc.gov/field-office)	
 Sex (including pregnancy and related conditions, sexual orientation, or gender identity) Age (40 and older) Disability Genetic information (including employer 	 Classification Referral Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of employees 	E-Mail info@eeoc.gov Additional information about the EEOC, including information about filing a charge of discrimination, is available at	

(717) 787-4410 • (717) 787-7279 (TTY) • www.phrc.state.pa.us

To file a complaint contact the Regional Office nearest you:

Harrisburg

110 N. 8th Street

Suite 501

(215) 560-3599 (TTY)

Philadelphia, PA 19107 (215) 560-2496

R333 Market Street

8th Floor

Harrisburg, PA 17126-0333 (717) 787-9780

(717) 787-7279 (TTY)

EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

Ine Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors 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. Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. Disability 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 by Federal contractors. 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 amploy and advance in employment couling	
	orccpheipaesk.doi.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/ agencies/ofccp/contact.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex In addition to the protections of Title VII Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act as amended, prohibits employment discrimination on the basis of disability of 1964, as amended, prohibits discrimination on the basis of race, color or in any program or activity which receives Federal financial assistance. national origin in programs or activities receiving Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons mployment discrimination is covered by Title VI if the primary objective of 🛛 with disabilities who, with or without reasonable accommodation, can the financial assistance is provision of employment, or where employment perform the essential functions of the job. If you believe you have been discrimination causes or may cause discrimination in providing services discriminated against in a program of any institution which receives Federal under such programs. Title IX of the Education Amendments of 1972 prohibits financial assistance, you should immediately contact the Federal agency employment discrimination on the basis of sex in educational programs or providing such assistance. (Revised 10/20/2022) ctivities which receive Federal financial assistance

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.

worked over 40 in a workweek. CHILD LABOR An employee must be at least 16 years old to work in

most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

FIP 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.

SING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required Certain full-time students, student learners, apprentices, and workers to provide a place, other than a bathroom, that is shielded from view with disabilities may be paid less than the minimum wage under and free from intrusion from coworkers and the public, which may be special certificates issued by the Department of Labor. used by the employee to express breast milk. ENFORCEMENT The Department has authority to recover back wages WAGE AND HOUR DIVISION and an equal amount in liquidated damages in instances of minimum UNITED STATES DEPARTMENT OF LABOR wage, overtime, and other violations. The Department may litigate and/ 1-866-487-9243 or recommend criminal prosecution. Employers may be assessed civil TTY: 1-877-889-5627 WH1088 REV 07/16 口語語 www.dol.gov/whd money penalties for each willful or repeated violation of the minimum LLC-17 REV 2-07

wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor 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 repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA. 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 nust 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



Job Safety and Health IT'S THE LAW!

All workers have the right to:

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

- 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.



PA-1122-F03

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

ADDITIONAL INFORMATION

I hereby certify that the schedules of hours given above are true and correct.

DATE MANAGER SIGNATURE ADDRESS OF ESTABLISHMENT This Schedule and the Abstract of the Child Labor Law Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Child Labor Law. This Schedule Must be Kept up to Date and Correct.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

