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LaborLawCenter.com



RHODE ISLAND & FEDERAL LABOR LAW POSTER

EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

RHODE ISLAND

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:

undue hardship.

amended, protect qualified individuals from discrimination on the basis of employees, or their family members. discrimination includes not making reasonable accommodation to the known proceeding, or otherwise opposes an unlawful employment practice. physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

classification, referral, and other aspects of employment.

substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil GENETICS Title II of the Genetic Information Nondiscrimination Act of 2008 Rights Act of 1964, as amended, protects applicants and employees from protects applicants and employees from discrimination based on genetic discrimination in hiring, promotion, discharge, pay, fringe benefits, job information in hiring, promotion, discharge, pay, fringe benefits, job training, training, classification, referral, and other aspects of employment, on the classification, referral, and other aspects of employment. GINA also restricts basis of race, color, religion, sex (including pregnancy), or national origin. employers' acquisition of genetic information and strictly limits disclosure Religious discrimination includes failing to reasonably accommodate an of genetic information. Genetic information includes information about employee's religious practices where the accommodation does not impose genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical DISABILITY Title I and Title V of the Americans with Disabilities Act of 1990, as history); and requests for or receipt of genetic services by applicants,

disability in hiring, promotion, discharge, pay, fringe benefits, job training, **RETALIATION** All of these Federal laws prohibit covered entities from retaliating classification, referral, and other aspects of employment. Disability against a person who files a charge of discrimination, participates in a discrimination

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict time limits for filing charges of employment discrimination. AGE The Age Discrimination in Employment Act of 1967, as amended, protects To preserve the ability of EEOC to act on your behalf and to protect your applicants and employees 40 years of age or older from discrimination based right to file a private lawsuit, should you ultimately need to, you should on age in hiring, promotion, discharge, pay, fringe benefits, job training, contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the or 1-800-669-6820 (toll-free TTY number for individuals with hearing Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits impairments). EEOC field office information is available at www.eeoc.gov sex discrimination in the payment of wages to women and men performing 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 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 campaign badge veterans, or Armed Forces service medal veterans. their compensation or the compensation of other applicants or employees. action to employ and advance in employment qualified individuals with in most telephone directories under U.S. Government, Department of Labor.

RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, disabilities at all levels of employment, including the executive level. **NATIONAL ORIGIN** Executive Order 11246, as amended, prohibits employment **PROTECTED VETERANS** The Vietnam Era Veterans' Readjustment Assistance discrimination based on race, color, religion, sex, sexual orientation, gender Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination identity, or national origin, and requires affirmative action to ensure equality against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or

RETALIATION Retaliation is prohibited against a person who files a INDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of complaint of discrimination, participates in an OFCCP proceeding, or 1973, as amended, protects gualified individuals with disabilities from otherwise opposes discrimination under these Federal laws. Any person who discrimination in hiring, promotion, discharge, pay, fringe benefits, job believes a contractor has violated its nondiscrimination or affirmative action training, classification, referral, and other aspects of employment. Disability obligations under the authorities above should contact immediately: The discrimination includes not making reasonable accommodation to the known Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of physical or mental limitations of an otherwise qualified individual with a Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 disability who is an applicant or employee, barring undue hardship to the (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at employer. Section 503 also requires that Federal contractors take affirmative OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed

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

NOTICE TO ALL EMPLOYEES - INFORMATION EMPLOYERS MUST POST

RI General Laws §28-29-13, §28-44-38 and §28-41-15 state that these notices must be posted and maintained in conspicuous places where workers are employed. Fines may be imposed for noncompliance.

> DLT is an equal opportunity employer/program, auxiliary aids and services are available on request to individuals with disabilities. TTY via RI Relay 711

RHODE ISLAND MINIMUM WAGE

Attention Employees MINIMUM WAGE - RHODE ISLAND

Effective JANUARY 1, 2022 - THIS LAW PROVIDES... HOURLY MINIMUM WAGE FOR ALL EMPLOYEES

- EXCEPT: Full-time students under 19 years of age working in a non-profit religious, educational, librarial or community services organization.
 - Minors 14 and 15 years of age working not more than 24 hours in a week

Employees receiving gratuities (as of Jan. 1, 2017):

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

OVERTIME PAY - At least 1 1/2 times your regular rate of pay for Different rules apply to agriculture employment. all hours worked over 40 in any one work week. Note: The law contains exemptions from the minimum wage and/or overtime pay requirements for certain occupations or establishments. applicable minimum but onlyunder certificate issued at the discretion of theDirector of Labor and Training.

nurse assistants to work overtime except in an unforeseeable emergent circumstance MINIMUM SHIFT HOURS - Employees requested or permitted

to report for duty at the beginning of a work shift must be provided with 3 hours work or 3 hours wages. Retail establishment employees must be provided with 4 hours work on Sundays and Holidays.

For more information on the Rhode Island Minimum Wage Law Call (401) 462-WAGE (9243) or visit www.dlt.ri.gov/ls

SEXUAL HARASSMENT ACT

SEXUAL HARASSMENT IS AGAINST THE LAW

Island Con Sexual harassment is a form of discrimination that occurs when an individual makes unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature against his or her wishes.

The harasser can be

Name:

Address:

Phone

E-mail

Human

rejection of this

conduct explicitly or

implicitly affects an

individual's

employment,

unreasonably interferes

with an individual's

work performance or

creates an intimidating.

hostile, or offensive

work environment.

Sexual harassment is a

violation of state and

federal laws.

 a supervisor • an agent of the employer

 a co-worker • a non-employee • the same sex as the victim

Other

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

can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

The birth of a child or placement of a child for adoption or foster care; To bond with a child (leave must be taken within 1 year of the child's birth or placement);

To care for the employee's spouse, child, or parent who has a qualifying serious health 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 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 from FMLA leave, most employees must be restored to the same iob 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

LEAVE ENTITLEMENTS Eligible employees who work for a covered employer • Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

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 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. Employers can require a certification or periodic recertification supporting the need for leave. If the employee does not need to use leave in one block. When it is medically 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.

For additional information or to file a complaint 回器回 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

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.

HEALTHY AND SAFE FAMILIES AND WORKPLACES ACT

Pursuant to RI General Law §28-57, you are entitled to sick and safe leave to address your own health and safety needs as well as those of your family. This leave may or may not be paid depending on the size of your employer and other factors as detailed in the law.

Visit www.dlt.ri.gov/wrs or call (401) 462-WAGE (9243) for more information.

(Rev. 1/2018)

(Rev. 1/2018)

BAN-THE-BOX

*Learners and Handicapped workers may begaid less than the penalty up to \$500.00 and/or imprisonment of up to 90 days. Each week an employer fails to pay the applicable minimum wage constitutes a separate violation. MANDATORY NURSE OVERTIME - Pursuant to RI Law §23-17.20-1 Any employer who hinders or delays the DLT Director or et. seq., a hospital may not require certain nurses and certified authorized representative in the performance of duties in the enforcement of the law; refuses to admit the Director or said representative to any place of employment; fails to make, keep, and preserve, any records as required; falsifies any such record; refuses to make such record accessible to the Director or said

CHILD LABOR - Employees must be at least 16 years old to work in most nonfarm jobs and 18 to work in nonfarm jobs declared hazardous by the U.S. Secretary of Labor. Youths 14 and 15 may work, with a special permit issued by local school officials, in various jobs outside school hours under certain conditions.

proper enforcement of this law, shall be deemed in violation and subject to a fine of up to \$500. Each day such violation occurs constitutes a separate offense.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES CAN READILY SEE IT.

Labor Standards Unit | Rhode Island Department of Labor and Training

DLT is an equal opportunity employer/program, auxiliary aids and services are available on request to individuals with disabilities. TTY via RI Relay 711 DLT - L - 58 (Rev.1/19)

• a supervisor in another area

If you believe you are or have been the victim of sexual harassment contact:

Rhode Island Commission For Human Rights

180 Westminster Street, 3rd Floor, Providence, RI 02903

401-222-2661, TDD: 401-222-2664; Fax: 401-222-2616

www.richr.ri.gov

representative upon demand; or refuses to furnish a sworn

statement of such record or any other information needed for the

\$9.19 (75% of Minimum Wage) \$3.89 **ENFORCEMENT** - The Rhode Island Dept.of Labor and Training (DLT) may bring criminal action against any employer who pays substandard wages to an employee and seek, upon conviction, a

\$12.25

as of 1/1/22

\$11.03

(90% of Minimum Wage)

J

1/2019 MDF

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

RHODE ISLAND FAMILY MEDICAL LEAVE ACT - NOTICE TO EMPLOYEES -

Rhode Island Parental & Family Medical Leave Act

Family Medical Leave Act, which requires that employers of 50 or more accrued paid vacation leave or other appropriate paid leave. certain conditions

been employed continuously for at least 12 months.

for one or more of the following reasons: . Birth of a child of an employee.

2. Placement of a child 16 years of age or less with an employee in connection with the adoption of such child by the employees.

3. "Serious illness" of the employee or the employee's parent, spouse, child, disabling physical or mental illness, injury, impairment or condition that involves in-patient care in a hospital, nursing home, or hospice, or out- of the leave patient care requiring continuing treatment or supervision by a health care provider).

Requests for Leave In order to be entitled to the leave, the employee must give at least 30 days notice of the intended date upon which the requested leave is to commence and terminate, unless prevented by medical emergency Act, is also prohibited. from doing so. Employees may be requested to provide written certification from a physician caring for the person who is the reason for the leave request, which certification shall specify the probably duration of the requested leave. School Involvement Leave An employee who has been employed for 12 consecutive months is entitled to 10 hours of leave during any 12 month period to attend school conferences or other school-related activities for a child of whom the employee is the parent, foster parent, or guardian. A notice of 24 hours prior to the leave must be given to the employer by the employee.

This notice is to provide you with information on the Rhode Island Parental & The leave is not required to be paid; except an employee may substitute any employees grant an unpaid leave of absence, upon the request of an Use of Sick Leave by Adoptive Parent Any employer who allows sick time or eligible employee, for 13 consecutive weeks in any two calendar years, under sick leave of an employee to be used after the birth of a child shall allow the

same time to be used for the placement of a child 16 years of age or less with **Employees Eligible** Employees are eligible to apply for leave if they are full- an employee in connection with the adoption of the child by the employee. time employees who work an average of 30 hours a week or more and have Continuation of Health Benefits Prior to the commencement of leave, the employee must pay his employer a sum equal to the premium required to Purpose of Leave The leave required to be provided under the Act must be maintain the employee's health benefits in force during the period of leave, which sum is required to be returned to the employee within 10 days following return to work.

Return From Leave Employees who are granted leave under the Act are entitled to be restored to the position held when the leave commenced, or to a position with equivalent seniority, status, employment benefits, pay and mother-in-law, or father-in- law. (Serious Illness is defined to mean a other terms and conditions of employment, including all fringe benefits and service credits that the employee had been entitled to at the commencement

> Prohibited Acts The Act makes it unlawful for any employer to interface with, restrain, or deny employees the rights provided under the Act. Any discrimination or disciplinary action taken against an employee for exercising his rights under the Act, or for opposing any practice made unlawful by the

Enforcement Alleged violations of the Act may be complained of (1) in a civil action brought by an employee, (2) by a complaint filed with the Director of Labor and Training of the State of Rhode Island. Civil penalties are provided for violations of the Act or any order issued by the Director of Labor and Training.

Department of Labor and Training RHODE ISLAND

	NO SMOKING NOTICE	
2	IT IS ILLEGAL TO SMOK VAPE IN THIS ESTABLISH	
	Use of combustible tobacco products and other similar products, such as electronic cigarettes, are prohibited by R.I. Gen. §§ 23-20.10-2(19) and -7. To report a violation call 401-222-5960.	AND E ISLAN

The prohibition against sexual harassment does not only apply to employers. It also applies to labor organizations, employment agencies, and to individuals who aid and abet an unlawful Sexual harassment employment practice. occurs when **Report incidents of harassment to:** submission to or

Pursuant to RI General Law §28-6.14-1, it is unlawful for an employer to include on a job application any questions regarding whether an applicant has ever been arrested, charged with or convicted of any crime. Limited exceptions exist for law enforcement agencies and related positions. Employers in violation of this law may be fined between \$100-\$500 per offense.

Visit www.dlt.ri.gov/ls or call (401) 462-WAGE (9243) for more information.

WORKERS' COMPENSATION

Department of Labor and Training This employer is subject to the provisions of the

WORKERS' COMPENSATION ACT of the State of Rhode Island

Workers' Compensation Insurance Company

Adjusting Company:

Telephone:

In accordance with Rhode Island General Law §28-32-1, the employer must report to the Director of Labor and Training every personal injury sustained by an employee if the injury incapacitates the employee from earning full wages for at least three (3) days or requires medical treatment, regardless of the period of incapacity. If the injury proves fatal, the report must be filed within forty-eight (48) hours. If not fatal, the report shall be made within ten (10) days of the injury.

Policy Effective Date:

An injured employee shall have the freedom to choose medical treatment initially. The employee's first visit to any facility under contract or agreement with the employer or insurer to provide priority care shall not be considered the employee's initial choice.

For more information about Workers' Compensation procedures and benefits, call the Education Unit at (401) 462-8100 and press option #1 or TDD (401) 462-8006. If you suspect fraud, contact the Fraud Prevention Unit at (401) 462-8100 and press option #7.

In accordance with Rhode Island General Law §28-29-13, this notice must be posted and maintained in conspicuous places where workers are employed. Fines may be imposed for noncompliance. DWC-8 (6/2020)

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 civilian job if you leave that job perform service in the uniformed service and:

· you ensure that your employer receives advance written or verbal notice of vour service: you have five years or less of cumulative service in the uniformed services

while with that particular employer; you return to work or apply for reemployment in a timely manner after

conclusion of service: and • you have not been separated from service with a disqualifying discharge or

under other than honorable conditions. f you are eligible to be reemployed, you must be restored to the job and

benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you: • initial employment; reemployment; • retention in employment; • promotion; or • any benefit of employment, because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

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



OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed form W-4 with your employer did you... Marry or divorce? Gain or lose a dependent? Change vour name?

Were there major changes to...

• Your nonwage income (interest, dividends, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)? Your itemized deductions?

• Your tax credits?

If you can answer "YES"...

To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4.

	Publication 213
IRS	(Rev. 8-2009)
<i>"</i>	Cat. No. 11047P
rtment of the Treasury	

See your employer for a copy of Form W-4 or call the IRS at 1-800-

Now is the time to check your withholding. For more details, get P

Internal Revenue Service www.irs.gov

PREVAILING WAGE RATE

Prevailing Wage for work on State/Municipal Financed Construction Project

Prevailing Wage - Workers must not be paid less than the Davis Bacon wage rate for each trade listed on the Wage Determination schedule posted with this notice.

Overtime rate applies when working over 8 hours a day or 40 hours a week.

Apprentice rates apply only to properly registered apprentices in approved state apprenticeship programs.

Workers who do not receive **Proper Pay** may file a complaint with the DLT; claims will be investigated. Contact the Prevailing Wage Unit at (401) 462-8580, option #7 for more information. RI General Law §37-13-17 also provides for a private right of action to collect wages and benefits.

				Shall be as follows:	
		Weekly	Bi-Weekly	Monthly	
RS at 1-800-829-3676. Etails, get Publication Nholding Calculator at	By:			Title:	
	. –				
Poster so that your					

DISCRIMINATION

PAYDAY NOTICE

(Company Name)

DISCRIMINATION IS ILLEGAL

State and Federal laws prohibit harassment and discrimination in hiring, terms and conditions, promotion, discharge, salary, benefits, and other aspects of employment based on race, color, religion, ancestral origin, sex, sexual orientation*, gender identity or expression *, physical or mental disability or age (over 40). *State only

State law also prohibits employers from asking applicants about arrest records, and makes it unlawful to ask about convictions until at or after a first interview (with certain exceptions)

You have the right to a workplace free of harassment and discrimination.

Report incidents of harassment and discrimination to the Commission for Human Rights and the company representative named below:

Name:	obottand Commission
Location:	A Human Right
Phone:	Rhode Island Commission for Human Rig 180 Westminster Street, Third Floor
Email:	Providence, RI 02903 401-222-2661 TDD: 401-222-2664
WE ARE AN FOUAL OPPORTUNITY EMPLOYER	www.richr.ri.gov

NOTICE OF RIGHT REGARDING PREGNANCY DISCRIMINATION

NOTICE OF RIGHT TO BE FREE FROM DISCRIMINATION

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 information
on this subject.

Depar

Regular Paydays for Employees of Rev. 6/2020



The stand Committee of the stand
Rhode Island Commission for Human Rig
180 Westminster Street, Third Floor Providence, RI 02903
401 222 2661 TDD: 401 222 2664

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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RICHR/July 2015

	HEALTH INS	URANCE P	ROTECTIC	N		
to	 If you leave 	your job t	to perform	military	servi	ce, y
		• •				1.1

ou have the right to elect 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 illnesses or injuries.

ENFORCEMENT

• The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

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

• If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.

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

Publication Date — April 2017

DIT-1-39 (Rev 1/2018)

WH1462 REV 07/16

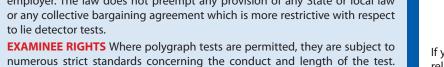
EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers employer. The law does not preempt any provision of any State or local law from using lie detector tests either for pre-employment screening or or any collective bargaining agreement which is more restrictive with respect during the course of employment.

PROHIBITIONS Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or Examinees have a number of specific rights, including the right to a written prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective 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, embezzlement, etc.) that resulted in economic loss to the



notice before testing, the right to refuse or 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 and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE **EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.**

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR -866-487-9243 TTY: 1-877-889-5627 www.dol.gov/whd

RIGHT TO KNOW ACT

The Rhode Island Right-To-Know Law **IGNORING THIS POSTER CAN BE HAZARDOUS TO YOUR HEALTH**

Under the Rhode Island Right-To-Know Law, your employer must tell you about the dangers of any hazardous substances in your workplace.

You have a right to know:

- the common name or trade names of the substance, including the chemical name;
- the level at which exposure to the substance is hazardous, if known;
- the effects and symptoms of exposure at hazardous levels;
- the potential for flammability, explosion, and reactivity of the substance;
- appropriate emergency treatment;
- proper procedures for the safe use of and exposure to the substance;
- proper protective equipment for safe use; and
- procedures for clean-up of leaks and spills.

Your employer must provide you with the above information. If he or she has not, make sure you ask about it. Your company representative is:

The Right-To-Know Law was created to protect you. For more information about your rights under the Hazardous Substances Right-to-Know Law, contact the R.I. Department of Labor and Training at (401) 462-8570. "Because not knowing about the hazardous substances you work with is the greatest hazard of all."

This poster must be displayed in a conspicuous location in the workplace.



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 or repeated violation of the minimum wage or overtime pay provisions of the readily see it.

over 40 in a workweek

CHILD LABOR An employee must be at least 16 years old to work in most nonfarm jobs and at least 18 to work in non-farm jobs declared hazardous by the are determined to be willful or repeated. The law also prohibits retaliating 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. **TIP CREDIT** Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

NURSING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place,

law. Civil money penalties may also be assessed for violations of the FLSA's **OVERTIME PAY** At least 1 ½ times your regular rate of pay for all hours worked 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 against or discharging workers who file a complaint or participate in any

proceeding under the FLSA. **ADDITIONAL INFORMATION**

 Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.

 Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. • Some state laws provide greater employee protections; employers must comply with both.

• Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not. Certain full-time students, student learners, apprentices, and workers with

BECAUSE OF PREGNANCY, CHILDBIRTH AND RELATED CONDITIONS

State law protects employees and applicants from discrimination based on pregnancy, childbirth and related conditions. Federal law provides similar protections.

- Employees and applicants have the right under state law to request a reasonable accommodation for conditions related to pregnancy, childbirth and related conditions such as the need to express breast milk for a nursing child. This workplace may not:
 - •refuse to grant you the reasonable accommodation unless it would create an undue hardship on this employer's enterprise,
 - business or program: •require you to take a leave if another reasonable accommodation can be granted; or
 - •deny you employment opportunities based on a refusal to provide a reasonable accommodation.

If you want to request a reasonable accommodation, or if you have been discriminated against based on pregnancy, childbirth or related condition, please contact one of the following staff members:

Name

Phone Numbe

Email address

Name_

Phone Number

Email address

Address

Address If you have been the victim of discrimination based on pregnancy, childbirth or related conditions and/or denial of a reasonable accommodation, contact:

Rhode Island Commission for Human Rights 180 Westminster Street, 3rd Floor, Providence, RI 02903 (401) 222-2661 | TTY: 401-222-2664 | www.richr.ri.gov

UNEMPLOYMENT INSURANCE

NOTICE TO ALL EMPLOYEES

Unemployment Insurance Benefits

If you become totally/partially unemployed:

1. File your claim for benefits with the RI Dept. of Labor and Training (DLT) the same week you are unemployed or working reduced hours. 2. File your claim online at www.dlt.ri.gov/ui or by telephone

at (401) 415-6772. Visit www.dlt.ri.gov/ui for hours of operation. For more information, visit www.dlt.ri.gov/ui or call (401) 415-6772.

3. Monday is a high-volume telephone day; you may prefer to file your claim later in the week. You will need your Social Security number and name, address and telephone numbers of your employers for the last two years. If you are not a U.S. citizen, your alien registration number is required.

vou must: a. Be unemployed through no fault of your own, b. Have earned minimum qualifying wages while you

were working, c. Be physically able to work, available for work and

actively seeking work, and d. Register for work with the RI Dept. of Labor and Training.

You are protected under provisions of the Rhode Island Employment Security Act and the Temporary Disability Insurance Act.

Temporary Disability Insurance Benefits

Who is Eligible for TDI Benefits?

DET Department of Labor and Training

If you have become ill or injured and meet all of the following requirements, you may be entitled to receive benefits: 1. You are unemployed due to illness, surgery, or injury for a minimum of seven consecutive days or more,

2. You are under the care of an approved Qualified Health Care Provider, 3. You have a timely exam: an in-office physical exam the unemployment due to sickness occurs or within the

calendar week prior or subsequent thereto, and 4. You earned enough qualifying wages during the base period to be monetarily eligible.

Who is Eligible for Temporary Caregiver Insurance

to receive benefits if you meet the following requirements: 1. You are unemployed because you are caring for a seriously ill family member or bonding with a child, 2. You provide the department with the required medical evidence of the seriously ill family member and your need to care for him/her or the required proof of parent child relationship for bonding claims, and

within the first 12 months of parenting; you may be eligible

3. You earned enough in gualifying wages to be monetarily eligible.

How to Apply: Complete a TDI/TCI application. TDI claims must be filed

within 90 days of the first week out of work due to illness. The DLT Director may extend this period up to 26 weeks if delay in filing. TCI claims must be filed within 30 days after the first day of leave is taken for reasons of bonding or caregiving. TDI/TCI application may be obtained online at www.dlt.ri.gov/tdi. Or call (401) 462-8420, Option #1 to request an application be mailed to you. For more information, visit www.dlt.ri.gov/tdi or call (401) 462-8420. NOTE: You may be entitled to a refund of a portion of your contributions if during the calendar year TDI contributions were deducted from your pay by more than one employer. Information may be obtained regarding a refund by calling

Employment and Training Services

If you need help finding a job:

The RI Dept. of Labor and Training offers free employment and training related services including: 1. Job referral and placement services. 2. Resource rooms with a wide range of employment and training resources. week within the calendar week in which the first day of 3. Career counseling and testing to help assess aptitudes and interests. 4. Internet access for employment and training information. 5. Job Search workshops to help you develop interviewing

6. Resume writing seminars to help you create an effective



Job Safety and Health IT'S THE LAW!

All workers have the right to:

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

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.
- On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHAsupported consultation programs in every state.

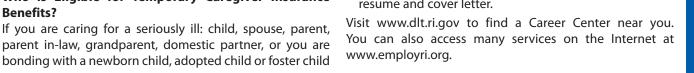


4. To collect unemployment benefits, the law requires that the individual can show a good medical reason for the

(401) 574-8700 or writing to the RI Division of Taxation, Employer Tax Section, One Capitol Hill, Suite 36, Providence, RI

02908-5829.





skills.

1511 Pontiac Avenue, Cranston, RI 02920 TTY via RI Relay 711 | Equal Opportunity Employer Auxiliary aids and services available upon request | Rev. 6/3/20



