## FED FEDERAL MINIMUM WAGE

### \$7.25 PER HOUR **BEGINNING JULY 24, 2009**

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 in

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 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 pe

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

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT NURSING MOTHERS

are determined to be willful or repeated. The law also prohibits The FLSA requires employers to provide reasonable break time for retaliating against or discharging workers who file a complaint or a nursing mother employee who is subject to the FLSA's overtime participate in any proceeding under the FLSA. requirements in order for the employee to express breast milk for her ADDITIONAL INFORMATION nursing child for one year after the child's birth each time such employee Certain occupations and establishments are exempt from the has a need to express breast milk. Employers are also required to provide

a place, other than a bathroom, that is shielded from view and free from Special provisions apply to workers in American Samoa, the intrusion from coworkers and the public, which may be used by the Commonwealth of the Northern Mariana Islands, and the employee to express breast milk. Commonwealth of Puerto Rico. **ENFORCEMENT** Some state laws provide greater employee protections; employers The Department has authority to recover back wages and an equal must comply with both. amount in liquidated damages in instances of minimum wage. Some employers incorrectly classify workers as "independent overtime, and other violations. The Department may litigate and/ contractors" when they are actually employees under the FLSA.

money penalties for each willful or repeated violation of the minimum employees (unless exempt) are entitled to the FLSA's minimum wage or overtime pay provisions of the law. Civil money penalties wage and overtime pay protections and correctly classified may also be assessed for violations of the FLSA's child labor provisions independent contractors are not. Heightened civil money penalties may be assessed for each child Certain full-time students, student learners, apprentices, and labor violation that results in the death or serious injury of any minor workers with disabilities may be paid less than the minimum wage employee, and such assessments may be doubled when the violations under special certificates issued by the Department of Labor.

DEPARTMENT OF LABOR UNITED STATES OF AMERICA **WAGE AND HOUR DIVISION** UNITED STATES DEPARTMENT

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

minimum wage, and/or overtime pay provisions





Department of Labor & Industry MINIMUM WAGE LAW SUMMARY

or recommend criminal prosecution. Employers may be assessed civil

MUST BE POSTED IN A CONSPICUOUS PLACE IN EVERY PENNSYLVANIA BUSINESS GOVERNED BY THE MINIMUM WAGE ACT

Minimum Wage Rate \$7.25 per hour Effective **July 24, 2009** (Except as Described)

**Overtime** Rate Workers shall be paid 1½ times their regular rate of pay after 40 hours worked in a workweek

Failure to pay the legal minimum wage or other violations may result in payment of back wages and other civil

disabilities or by a nonprofit day or resident seasonal recreational camp for campers under the age of 18

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

Switchboard operator employed by an independently-owned public telephone company which has no

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

In employment by a public amusement or recreational establishment, organized camp, or religious or

Overtime applies to certain employment classifications. (see pages 2 and 3)

years, which operates for a period of less than three months in any one year

Students, learners and people with disabilities, upon application only.

its average receipts for the other 6 months of such year

The Pennsylvania Minimum Wage Act establishes a fixed Minimum Wage and 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.

Minimum Wage and Overtime Rates

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

PENALTIES:

or criminal action where warranted

SPECIAL ALLOWANCES FOR:

**TIPPED EMPLOYEES:** An employer may pay a minimum of \$2.83 per hour to an employee who makes \$135.00 per month in tips. The

Labor on a farm

A seaman

QUESTIONS/COMPLAINTS

employer must make up the difference if the tips and \$2.83 do not meet the regular Pennsylvania minimum

Every employer must maintain accurate records of each employee's earnings and hours worked, and provide access to Labor & Industry

**EXEMPTIONS FROM BOTH** 

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

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 ALLOWANCES

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.

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

Any salesman, partsman or mechanic primarily engaged in selling and servicing automobiles, trailers,

**EXCEPTIONS** from Minimum Wage Rates

Executive, Administrative, and Professional employees, as defined by the Department

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

Announcer, news editor, chief engineer of a radio or television station, the major studio of which is

Individuals with a physical or mental deficiency or injury may be paid less than the applicable minimum

## **EXEMPTIONS** from Overtime Rates

engaged in the selling of such vehicles to ultimate purchasers. (Example: 51% of business is selling as opposed to 49% in servicing such vehicles) Taxicab driver Any employee of a motor carrier the Federal Secretary of Transportation has power to establish

qualifications and maximum hours of service under 49 U.S.C. Section 3102 (b)(1) and (2) (relating to requirements for qualifications, hours of service, safety and equipment standards) Any employee engaged in the processing of maple sap into sugar (other than refined sugar) or syrup Employment by a motion picture theatre

trucks, farm implements or aircraft, if employed by a non-manufacturing establishment primarily niles from the principal city in the area

o City or town of 100,000 population or less, if it is not part of a standard metropolitan statistical area having a total population in excess of 100,000; or City or town of 25,000 population or less, which is part of such an area but is at least 40 airline The hours of an employee of an air carrier subject to the provisions of Title II of the Railway Labor Act

(Public Law 69-257, 44 Stat. 577, 45 U.S.C. § 181 et seq.) when: o the hours are voluntarily worked by the employee pursuant to a shift-trading practice under which he employee has the opportunity to reduce hours worked in any workweek by voluntarily offering o the required hours of work, wages and overtime compensation have been agreed to either in

a collective bargaining agreement between the employer and labor organization representing mployees for purposes of collective bargaining or pursuant to a voluntary agreement or understanding arrived at between the employer and employee

**COUNTIES SERVED** 

CONTACT:	
Bureau of Labor Law Compliance	
Altoona District Office	
1130 12th Avenue	
Suite 200	
Altoona PA 16601-3486	

Bureau of Labor Law Compliance Altoona District Office 1130 12th Avenue Suite 200 Altoona, PA 16601-3486 Phone: <b>814-940-6224</b> or <b>877-792-8198</b>	Armstrong Bedford Blair Cambria Cameron Centre Clarion Clearfield	Clinton Elk Fayette Forest Fulton Huntingdon Indiana	Jefferson McKean Mifflin Potter Somerset Warren Westmoreland
Bureau of Labor Law Compliance Harrisburg District Office 651 Boas Street, Room 1301 Harrisburg, PA 17121-0750 Phone: <b>717-787-4671</b> or <b>800-932-0665</b>	Adams Columbia Cumberland Dauphin Franklin		Juniata Lancaster Lebanon Montour
Bureau of Labor Law Compliance Philadelphia District Office 110 North 8th St., Suite 203 Philadelphia, PA 19107 Phone: <b>215-560-1858</b> or <b>877-817-9497</b>		Bucks Chester Delaware Montgomery Philadelphia	
Bureau of Labor Law Compliance Pittsburgh District Office 301 5th Avenue, Suite 330 Pittsburgh, PA 15222 Phone: <b>412-565-5300</b> or <b>877-504-8354</b>	Allegheny Beaver Butler Crawford Erie		Greene Lawrence Mercer Venango Washington
Bureau of Labor Law Compliance Scranton District Office 201-8 State Office Bldg. 100 Lackawanna Avenue Scranton, PA 18503 Phone: <b>570-963-4577</b> or <b>877-214-3962</b>	Berks Bradford Carbon Lackawanna Lehigh Luzerne	Lycoming Monroe Northampton Pike Schuylkill	Sullivan Susquehanna Tioga Wayne Wyoming

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 Minimum Wage Act.

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

REV. 06/2022 NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and

**Human Relations Commission** 

state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate. THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

**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

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

. Deny membership rights and privileges in any labor organization. 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 SURJECT 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.

301 5TH AVE., SUITE 390 PITTSBURGH, PA 15222

PA

LLC-17

HARRISBURG, PA 17104

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,

WHO MAY FILE A COMPLAINT

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.

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 - Harrishurg 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:

Department of Labor & Industry, Bureau of Labor Law Compliance

333 MARKET STREET, 8TH FLOOR (717) 787-9780 (412) 565-5395 (717) 787-7279 (TTY) (412) 565-5711 (TTY)

PHILADELPHIA 110 N. 8TH ST., SUITE 501 PHILADELPHIA, PA 19107 (215) 560-2496 (215) 560-3599 (TTY)

**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. SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY TOTAL SCHOOL HRS. PER WEEK IF **TOTAL HOURS** FROM TO FROM TO FROM TO FROM TO FROM TO FROM TO FROM NAME OF EMPLOYEE **FOR WEEK** 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 I hereby certify that the schedules of hours given above are true and correct.

> 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

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This poster is in compliance with federal and state posting requirements.

**REV. 02/2007** 

**EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT** THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

employee's worksite

generally, follow the employer's usual procedures

indicating what additional information is required.

**EMPLOYER RESPONSIBILITIES** 

leave will be designated as FMLA leave.

may bring a private lawsuit against an employer

**ENFORCEMENT** 

**REQUESTING LEAVE** 

**LEAVE ENTITLEMENTS** Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, jobprotected 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

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

involved in any proceeding under or related to the FMLA.

It is important to know the difference between the two because 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.

FED

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 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

**ELIGIBILITY REQUIREMENTS** 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. 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;

DEPARTMENT OF LABOR

UNITED STATES OF AMERICA

U.S. Department of Labor • Wage and Hour Division • WH1420

Department of Labor & Industry, Bureau of Labor Law Compliance

Abstract of the Child Labor Act Hours Provisions MUST BE POSTED IN A CONSPICUOUS PLACE WHERE ANY

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\*** 

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. 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.

Employment prohibited after 7 p.m. and before 7 a.m. Exceptions: During school vacations, minors may be employed until 9 p.m. Minors at least age 11 may be employed in newspaper delivery from 5 a.m. to 8 p.m., except during school vacation, then until 9 p.m. Members of volunteer fire companies may participate in training and firefighting activities until 10 p.m. with written parental consent.

HOURS OF EMPLOYMENT-AGES 16 & 17\* \*\* **HOURS OF EMPLOYMENT During School Term:** Maximum eight hours a day and 28 hours per school week (Monday-Friday). Plus eight additional hours on Saturdays and Sundays. **During School Vacations:** Maximum 48 hours/week; 10 hours/day; a minor may refuse any

request to work greater than 44 hours/week. **WORK TIME** Employment prohibited before 6 a.m. and after 12 a.m. Exceptions: During school vacations, minors may be employed until 1 a.m. Members of volunteer fire companies may continue serving in answer to a fire call until excused by chief. \* Minors employed as sports attendants are not subject to the Act's hours and work time

\*\*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

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:

100 Lackawanna Ave.

SCRANTON, PA 18503

570-963-4577 or 877-214-3962

MAXIMUM EMPLOYMENT: NOT MORE THAN six CONSECUTIVE DAYS

(except newspaper delivery).

ALTOONA DISTRICT OFFICE PITTSBURGH DISTRICT OFFICE 1130 12TH AVE. 301 5TH AVE. **SUITE 200 SUITE 330** PITTSBURGH, PA 15222 ALTOONA, PA 16601 814-940-6224 or 877-792-8198 412-565-5300 or 877-504-8354 HARRISBURG DISTRICT OFFICE SCRANTON DISTRICT OFFICE 1301 Labor & Industry Building 201 B STATE OFFICE BUILDING

717-787-4671 or 800-932-0665 PHILADELPHIA DISTRICT OFFICE 110 North 8th St. SUITE 203 PHILADELPHIA, PA 19107 215-560-1858 or 877-817-9497

651 Boas St.

PA

Pennsylvania Department of Labor & Industry as:

**EMPLOYER NAME** 

through no fault of your own

PA UC ACCOUNT NUMBER

Apply for Unemployment Compensation (UC) Benefits.

Social Security Number

unreported work and earnings, as well as unreported pensions.

or person handling workers' compensation claims for your company, are shown below.

imprisonment, restitution and loss of future benefits

PA

(Complete all applicable spaces)

IF SELF-INSURED

(Complete all applicable spaces)

**N**AME OF PERSON HANDLING CLAIMS AT THE SELF-INSURED:

under 18 Pa. C.S.Á. §4117 (relating to insurance fraud

717.772.3702

LIBC-500

Employer Information Claims Information Services

toll-free inside PA:

800.482.2383

local & outside PA:

717.772.4447

**NOTE:** To file an application for UC benefits, you will need to provide your:

Complete mailing and home address

• Alien registration number (if not a U.S. citizen)

· Dates of employment and reasons for leaving

Most recent pay stub (optional but helpful)

HARRISRURG, PA 17121

For additional information or to file a complaint: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627

• Have at least 1,250 hours of service in the 12 months before taking leave;\* and

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

leave is for a reason for which FMLA leave was previously taken or certified.

is not eligible, the employer must provide a reason for ineligibility.

Work at a location where the employer has at least 50 employees within 75 miles of the

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,

Employees do not have to share a medical diagnosis, but must provide enough information to

iob functions, that a family member cannot perform daily activities, or that hospitalization or

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

continuing medical treatment is necessary. Employees must inform the employer if the need for

Employers can require a certification or periodic recertification supporting the need for leave. If

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,

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or

if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee

the employer determines that the certification is incomplete, it must provide a written notice

www.dol.gov/whd

PERSON UNDER AGE 18 IS EMPLOYED

**Child Labor Act Hours Rules for Performances By Minors** 

Age	Max. hours (24-hour period) at place of employment (does not include hours at minors' residences)	Max. work hours (24- hour period) (including work time at minors' residences)
Infants < 6 mos.	2	Not Applicable
6 mos.—1 year	4	2
2–5 years	6	3
6–8	8	4
9–15	9	5
16–17	10	6

Live performances-maximum number: three/day or 10/calendar week (Sunday-Saturday). Meal periods of half hour-one hour are not counted toward maximum hours/non-work time at place of employment. Non-work time at place of employment includes education, rest and recreation.

Work days for minors may not begin before 5 a.m., and must end by 10 p.m. on evenings preceding school days or by 12:30 a.m. on evenings preceding nonschool days. 12 hours must elapse between time of dismissal and time of call on the following day. Age 14—17 may work during school hours with permission from school authorities for up to two consecutive days, but may not work in excess of eight hours in 24-hour period. Performances rules do not apply to minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code.

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 PITTSRURGH DISTRICT OFFICE

1130 12тн Аve. 301 5TH AVE. SUITE 330 **SUITE 200** PITTSBURGH, PA 15222 **ALTOONA, PA 16601** 814-940-6224 or 877-792-8198 412-565-5300 or 877-504-8354 SCRANTON DISTRICT OFFICE 201 B STATE OFFICE BUILDING 1301 LABOR & INDUSTRY BUILDING 651 Boas St. 100 LACKAWANNA AVE. HARRISBURG, PA 17121 SCRANTON, PA 18503 570-963-4577 or 877-214-3962 717-787-4671 or 800-932-0665 PHILADELPHIA DISTRICT OFFICE 110 North 8th St. **SUITE 203** PHILADELPHIA, PA 19107

215-560-1858 or 877-817-9497 Email the Bureau of Labor Law Compliance at: RA-LI-SLMR-LLC@pa.gov Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

REV. 01/2013

PA DEPARTMENT OF LABOR & INDUSTRY, BUREAU OF LABOR LAW COMPLIANCE Abstract of the Equal Pay Law Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by 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, training or merit increase system that does not discriminate on the basis of sex. Empowers the Secretary of Labor & Industry to administer the provisions of the act, and to issue

rules and regulations to make effective the provisions of the act **Collection of Unpaid Wages in Case of Discrimination:** Provides for 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 collection. Limits the period for such action to **two** years from the date upon which the violation occurs.

Requires employer to keep and maintain records of wages, wage rates, job classifications and other terms and conditions of employment of the persons employed, as the Secretary of Labor & Industry shall prescribe. Requires that employers post an abstract of the law

Department of Labor & Industry,

Office of Unemployment Compensation Benefits Policy

Pennsylvania Unemployment Compensation

Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law, I am registered with the

The UC Law can provide you with an income during periods when you are either partially or totally unemployed

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

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 are reduced. You may risk losing some benefit eligibility if you file after the first week you are unemployed.

Name, address, and account number of employer(s) from Form UC-1609

• Personal Identification Number (PIN) (if you have one from a prior claim)

You may file your new application, reopen an existing claim or get information about the UC Program online at

When claiming UC benefits, you must report *gross* wages that you *earned* during any week for which you are

www.uc.pa.gov, or by calling the UC Service Center at 888-313-7284. TTY: (Hearing Impaired) at 888-334-4046.

claiming UC benefits. Computer crossmatching is used to detect the illegal receipt of UC payments resulting from

**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

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

Department of Labor & Industry, Bureau of Workers' Compensation

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),

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

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer/Program

IF SOMEONE OTHER THAN INSURER IS

IF SOMEONE OTHER THAN SELF-INSURER IS

(Complete all applicable spaces)

Hearing Impaired

PA relay 7-1-1

NAME OF TPA (CLAIMS ADMINISTRATOR):

HANDLING CLAIMS: (Complete all applicable spaces) NAME OF TPA (CLAIMS ADMINISTRATOR):

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,

**IMPORTANT** 

Scan with your

mobile phone

REV. 09/2017

OCT2022

days nor more than 60 days, for: (1) employer who willfully and knowingly violates provisions of the act, or discharges or otherwise discriminates against an employee who makes a complaint, institutes, or testifies at, proceedings under the act; and (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 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,

Provides for a fine of not less than \$50 nor more than \$200, or imprisonment of not less than 30

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

**REV. 02/2007** 

YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

You have the right to be reemployed in your civilian job if you leave that job to perform

you ensure that your employer receives advance written or verbal notice of your

you have five years or less of cumulative service in the uniformed services while

you return to work or apply for reemployment in a timely manner after conclusion

you have not been separated from service with a disqualifying discharge or under

are obligated to serve in the

uniformed service:

any benefit of employment

promotion; or

If you are eligible to be reemployed, you must be restored to the job and benefits you

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.

would have attained if you had not been absent due to military service or, in some

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

FED

service in the uniformed service and:

with that particular employe

are a past or present member of the

have applied for membership in the

then an employer may not deny you:

retention in employment:

of service; and

cases, a comparable inh

uniformed service:

uniformed service: or

initial employment

reemployment;

because of this status

FED

DEPARTMENT OF LABOR

FED

Staffing agencies

National origin

UNITED STATES OF AMERICA

REV. 04/2016

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. REEMPLOYMENT RIGHTS

**HEALTH INSURANCE PROTECTION** 

• If you leave your job to perform military service, you 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 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.

• You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA. 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 requirement by displaying the text of this notice where they customarily place

REV. 05/2022

REV. 07/2016

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel Employer Support of the Guard and Reserve • 1-800-336-4590

**EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT** 

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the 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 prospective employee for refusing to take a test or for exercising other rights under the Act. 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

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 employer The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

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

U.S. Equal Employment Opportunity Commission

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.

WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT OF LABOR

**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.

Employees (current and former), including managers and temporary employees Union members and applicants for membership in a union What Organizations are Covered Most private employers State and local governments (as employers) Educational institutions (as employers)

What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you, regardless of you nmigration status, on the bases of:

Age (40 and older) Genetic information (including employer 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, or proceeding

Sex (including pregnancy and related conditions, sexual orientation, or gender identity)

What Employment Practices can be Challenged as Discriminatory? All aspects of employment, including: Discharge, firing, or lay-off Harassment (including unwelcome verbal or physical conduct) Hiring or promotion

Pay (unequal wages or compensation) Failure to provide reasonable accommodation for a disability or a sincerely-held religious belief, observance or practice Job training Classification

Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of employees 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 Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are trict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways: an inquiry through the EEOC's public portal:

https://publicportal.eeoc.gov/Portal/Login.aspx

1-844-234-5122 (ASL video phone) an EEOC field office (information at www.eeoc.gov/field-office) Additional information about the EEOC, including

1-800-669-4000 (toll free)

1-800-669-6820 (TTY)

information about filing a charge of discrimination, is available at *www.eeoc.gov*.

iscrimination on the following bases:

**EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS** he 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 ompany with a Federal contract or subcontract, you are protected under Federal law from

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

Asking About, Disclosing, or Discussing Pay

1-866-487-9243

TTY: 1-877-889-5627

www.dol.gov/whd

contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits,

Executive Order 11246, as amended, protects applicants and employees of Federal

iob 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 employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive

**Protected Veteran Status** The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans. Retaliation

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP)

U.S. Department of Labor

200 Constitution Avenue, N.W. Washington, D.C. 20210

1-800-397-6251 (toll-free)

https://www.dol.gov/agencies/ofccp/contact

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a guestion online to OFCCP's Help Desk at https://ofccphelpdesk.dol.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

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial

Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance. Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against

assistance is provision of employment, or where employment discrimination causes or may

cause discrimination in providing services under such programs. Title IX of the Education

persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which

receives Federal financial assistance, you should immediately contact the Federal agency

REV. 10/20/2022

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) in an OSHA inspection and speak in private to the inspector. File a complaint with OSHA within 30 days

Participate (or have your representative)

(by phone, online or by mail) if you have been retaliated against for using your rights. See any OSHA citations issued to your

 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.

# Job Safety and Health IT'S THE LAW!

providing such assistance.

**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

 Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related

Comply with all applicable OSHA standards.

reporting a work-related injury or illness.

of an eye. Provide required training to all workers in a language and vocabulary they can understand.

inpatient hospitalization, amputation, or loss

 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 OSHA-supported consultation programs in every state.





J. J. Keller & Associates, Inc. JJKeller.com/laborlaw 800-327-6868

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Since 1953 62894

FED-PA-ENG

To update your labor law posters contact

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

ra-li-bwc-helpline@pa.gov REV. 04/2018 **QR CODE**) Scan with phone camera: