# **Pennsylvania & Federal Employment Notices**

NOTE: OSHA REQUIRES THAT REPRODUCTIONS OR FACSIMILES OF THE POSTER BE AT LEAST 8.5 X 14 INCHES WITH 10 POINT TY

### **OSHA** Job Safety and Health **Occupational Safety IT'S THE LAW!** Health Administration

### All workers have the right to:

A safe workplace.

retaliated against.

- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. 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.

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.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- 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.

FREE ASSISTANCE to identify and correct hazards is available to small and mediumsized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



# **Family Medical Leave Act**

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

What is FMLA leave?: The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for: The birth, adoption or foster placement of a child with you, Your serious mental or physical health condition that makes you unable to work.

• To care for your spouse, child or parent with a serious mental or physical health condition, and Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemem

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave? You are an eligible employee if all of the following apply:

 You work for a covered employer • You have worked for your employer at least 12 months, You have at least 1,250 hours of service for your employer during the 12 months before your

leave. and Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements

You work for a **covered employer if one** of the following applies: • You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year. • You work for an elementary or public or private secondary school, or

You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave? Generally, to request FMLA leave you must:

MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

 Follow your employer's normal policies for requesting leave · Give notice at least 30 days before your need for FMLA leave, or • If advance notice is not possible, give notice as soon as possible

a year to confirm if you are in compliance. All Rights Reserved. Unauthorized copies are illega

DATE POSTED:

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reaso when requesting additional leave. Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency. 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. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel

Labor Laws change often. Please call your distributor twice

Updated 4

Updated 1

Updated 6/22

Updated 8/10

Date

HOURS OF EMPLOYMENT

HOURS OF EMPLOYMENT

WORK TIME

WORK TIME

#### Management or Congress. What does my employer need to do?

If you are eligible for FMLA leave, your employer must

 Allow you to take job-protected time off work for a gualifying reason Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and • Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave, Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting

FMLA leave or cooperating with a WHD investigation After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing: About your FMLA rights and responsibilities, and • How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint process For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.

To any of these or you owed extra tax when you filed your last return, you may need to file a

new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676

Now is the time to check your withholding. For more details, get Publication 919, How Do I

Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on

**Employer:** Please poster 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.

<u>dol.gov/whd</u> U.S. Department of Labor • Wage and Hour Division

## **IRS Withholding**

If you can answer "yes".

the IRS website.

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed Form W-4 with your employer did you... Marry or divorce? Gain or lose a dependent? Change your name?

#### Were there major changes to ... Your nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)? Your itemized deductions?

Your tax credits?

### **USERRA**

#### • FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS • 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 th iniformed services

#### REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and • you ensure that your employer receives advance written or verbal notice of your service; • you have five years or less of cumulative service in the uniformed services while with that articular 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 lischarge or under other than honorable condition

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a omparable iob

#### **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.

#### 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 reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

#### ENFORCEMENT

Fine USC 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 <u>https://www.dol.gov/agencies/vets/.</u> An interactive online USERRA

### **Employment Provisions**

#### WHO MAY FILE A COMPLAINT

Complaints may be filed within 180 days of the alleged act of discrimination by any of the following: (1) Any person who believes he or she has been discriminated against, (2) The Pennsylvania Human Relations Commission, (3) The Attorney General of Pennsylvania, or (4) An employer whose employees hinder compliance with the provisions of the Act.

**PRODUCT ID** 

#### PARTIES EXEMPT FROM THE ACT

The employment provisions of the Pennsylvania Human Relations Act do not apply to: (1) Any individual employed in agriculture or domestic service. (2) any individual who, as part of his or her employment, resides in the personal residence of the employer, (3) Any individual employed by his or her parents, spouse or child.

of this Act is required by law to post this notice in a conspicuous, easily accessible and well-lighted

#### WHO MUST POST THIS NOTICE Every employer, labor organization and employment agency subject to the employment provisions

UNLAWFUL DISCRIMINATORY PRACTICES t is unlawful — on the basis of the facts listed above — for an employer, labor union or mployment agency to:

he 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

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.

ancestry, age (40 and above), sex, national origin, non-job related disability, known association

. Deny any person an equal opportunity to obtain employment, to be promoted and to be ccorded all other rights to compensation, tenure and other terms, conditions and privileges of

COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION

EMPLOYMENT PROVISIONS OF THE PENNSYLVANIA HUMAN RELATIONS ACT

PURPOSE OF PROVISIONS

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

Deny membership rights and privileges in any labor organization Deny any person equal opportunity to be referred for employment . Refuse to contract or otherwise discriminate in contracting with any independent contractor who 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 in 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 iscriminatory practice under the Human Relations Act

PARTIES SUBJECT TO THE ACT

The employment provisions of the Pennsylvania Human Relations Act apply to: (1) Employers of or more persons, including units of state and local government, (2) Labor organizations, and (3) mployment agencies.

### **Fair Housing Practices**

IT IS ALSO UNLAWFUL FOR

FAIR HOUSING PRACTICES ARE GUARANTEED BY THE PENNSYLVANIA HUMAN RELATIONS ACT ccording to this Act it is unlawful, because of any person's:

in the terms or conditions of selling, leasing, financing, or in providing facilities, services or privileges in connection with the ownership, occupancy or use of any housing or commercial property

refuse to lease or finance, or discriminate in the terms of selling or leasing, or in providing

acilities, services or privileges in connection with the ownership, occupancy or use of any housing

mitation, or make any inquiry or record in connection with the lease of any housing or commercial

courage the purchase or lease of housing or commercial property by making direct or indirect

or commercial property, or print or otherwise circulate any statement indicating a preference or

roperty, engage in practices which attempt to induce the listing, sale or other transaction, or

eferences to the present or future composition of the neighborhood in which such a facility is

ocated with respect to race, color, religion, sex, ancestry, national origin, disability or guide or

#### OR. BECAUSE OF

upport animal dependency, age or familial status

any person's use of a guide or support animal due to blindness, deafness or physical disability Executive Offices: 333 Market Street, 8th Floor • Harrisburg, PA 17126 or because the user is a handler or trainer of such animals, or the disability of an individual with (717) 787-4410 • (717) 787-7279 (TTY) or visit us at www.phrc.state.pa.us whom the person is known to have a relationship or association

#### To file a complaint, contact the Regional Office nearest you:

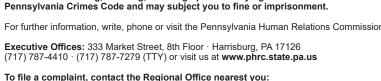
Pittsburgh • 301 5th Ave., Suite 390 • Piatt Place • Pittsburgh, PA 15222 (412) 565-5395 • (412) 565-5711 (TTY)

Harrisburg • 333 Market Street, 8th Floor • Harrisburg, PA 17126 (717) 787-9780 • (717) 787-7279 (TTY)

Philadelphia • 110 N. 8th St., Suite 501Philadelphia, PA 19107 (215) 560-2496 • (215) 560-3599 (TTY)

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any person to retaliate against an individual because the individual has filed a complaint with the

Prominent posting of this notice in a well-lighted, easily accessible place in the office, mode

home, sample apartment or other places of business where negotiations or agreements are

customarily made for the renting or purchasing of housing accommodations is required under the

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the

For further information, write, phone or visit the Pennsylvania Human Relations Commission

aid or abet any unlawful discriminatory practice under the Human Relations Act

Complaints must be filed within 180 days of the alleged act of discrimination

Pennsylvania Human Relations Act (Act of October 27, 1995, P.L. 744, as amended).

Pennsylvania Crimes Code and may subject you to fine or imprisonment.

Commission, or has otherwise participated in any Commission proceeding, or for any person to

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the

Pittsburgh • 301 5th Ave., Suite 390 • Piatt Place • Pittsburgh, PA 15222 (412) 565-5395 • (412) 565-5711 (TTY)

location customarily frequented by applicants, employees or members

Harrisburg • 333 Market Street,8th Floor • Harrisburg, PA 17104 (717) 787-9780 • (717) 787-7279 (TTY)

Philadelphia • 110 N. 8th St., Suite 501 • Philadelphia, PA 19107 (215) 560-2496 • (215) 560-3599 (TTY)

RACE, RELIGION, ANCESTRY, DISABILITY, AGE, COLOR, SEX, NATIONAL ORIGIN OR

FAMILIAL STATUS

refuse to sell, lease, finance or otherwise withhold housing or commercial property, or discriminate property, or print or otherwise circulate any statement indicating a preference or limitation, or make any inquiry or record in connection with the sale, lease or financing of any housing or commercial



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

Employers subject to the state minimum wage law are obligated to pay the higher rate

## **Federal Minimum Wage**

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT \$7.25 PER HOUR BEGINNING JULY 24, 2009 rs to display this poster where

#### OVERTIME PAY:

t least 11/2 times the regular rate of pay for all hours worked over 40 in a workweek

#### CHILD LABOR

An employee must be at least 16 years old to work in most non-farm 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 variou anufacturing, 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 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 (PUMP AT WORK)

The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. mployers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk

#### ENFORCEMENT

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecut Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child abor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are etermined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

#### ADDITIONAL INFORMATION

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements. 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 entitle 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 disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor

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

### **Pregnant Workers Fairness Act (PWFA)**

#### WHAT IS PWFA?

The Pregnant Workers Fairness Act (PWFA) is a federal law that, starting June 27, 2023, requires covered employers to provide "reasonable accommodations" to a qualified worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship." An undue hardship is defined as causing significant difficulty or expense.

"Reasonable accommodations" are changes to the work environment or the way things are usually done at work.

WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS?

Being able to sit or drink water

Receiving closer parking Having flexible hours

- Receiving appropriately sized uniforms and safety apparel
- Receiving additional break time to use the bathroom eat and rest Taking leave or time off to recover from childbirth
- Being excused from strenuous activities and/or exposure to chemicals not safe for

WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS? Other laws that apply to workers affected by pregnancy, childbirth, or related medical condition

Title VII which prohibits employment discrimination based on sex, pregnancy, or other protected categories (enforced by the U.S. Equal Employment Opportunity Commission (EEOC))

The ADA which prohibits employment discrimination based on disability (enforced by the EEOC) The Family and Medical Leave Act which provides unpaid leave for certain workers for pregnancy and to bond with a new child (enforced by the U.S Department of Labor) The PUMP Act which provides nursing mothers a time and private place to pump at work

(enforced by the U.S. Department of Labor)

Learn more at www.EEOC.gov/Pregnancy-Discrimination

### **Equal Employment Opportunity**

following bases

#### Know Your Rights: Workplace Discrimination is Illega

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected? Employees (current and former), including managers and temporary employees Job applicants Union members and applicants for membership in a union

### What Organizations are Covered?

Staffing agencies

Most private employersState 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 your migration status, on the bases of:

The Department of Labor's Office of Federal Contract Compliance Programs (OECCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as amended, prohibits employment discrimination by Federal contractor based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and

requires affirmative action to ensure equality of opportunity in all aspects of employment. Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors

from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee,

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 iolations of USERRA

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 JSERRA, even if that person has no service connect

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/ gencles/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 notices for employees.





The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or 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 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 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. EXAMINEE RIGHTS

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.

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

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





• Individuals with a physical or mental deficiency or injury may be paid less than the applicable minimum wage if a license specifying a rate commensurate with productive

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

manufacturing establishment primarily engaged in the selling of such vehicles to ultimate

purchasers. (Example: 51% of business is selling as opposed to 49% in servicing such

• Any employee of a motor carrier the Federal Secretary of Transportation has power to

• Any employee engaged in the processing of maple sap into sugar (other than refined

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

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

• City or town of 100,000 population or less, if it is not part of a standard metropolitan

• 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:

• the hours are voluntarily worked by the employee pursuant to a shift-trading practice

• 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 employees for purposes of collective bargaining or pursuant to a voluntary

COUNTIES SERVED

Armstrong, Bedford, Blair, Cambria,

Clinton, Elk, Fayette, Forest, Fulton,

Cameron, Centre, Clarion, Clearfield,

Huntingdon, Indiana, Jefferson, McKean,

agreement or understanding arrived at between the employer and employee

under which the employee has the opportunity to reduce hours worked in any workweek b

• City or town of 25,000 population or less, which is part of such an area but is at least 40

statistical area having a total population in excess of 100,000; or

automobiles, trailers, trucks, farm implements or aircraft, if employed by a non-

the Fair Labor Standards Act from the U.S. Department of Labor

**EXEMPTIONS** from Overtime Rates

Employment by a motion picture theatre

airline miles from the principal city in the area

CONTACT

Bureau of Labor Law Compliance

voluntarily offering a shift for trade or reassignment; or

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

### **State Minimum Wage**

A seaman

vehicles)

standards)

sugar) or syrup

which is located in:

QUESTIONS/COMPLAINTS

Altoona District Office

1130 12th Avenue

Suite 200

Taxicab driver

#### MINIMUM WAGE LAW SUMMARY

#### 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**

Updated 6/2

Workers shall be paid 1<sup>1</sup>/<sub>2</sub> times their regular rate of pay after 40 hours worked in a vorkweek

(Except as Described)

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 oncompliance. This summary is for general information only and is not an official position formally adopted by the Department of Labor & Industry.

#### 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 employer must make up the difference if the tips and \$2.83 do not neet the regular Pennsylvania minimum wage.

#### **KEEPING RECORDS:**

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

#### PENALTIES

Failure to pay the legal minimum wage or other violations may result in payment of back wages and other civil or criminal action where warranted.

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

SPECIAL ALLOWANCES FOR: Students, learners and people with disabilities, upon application only.

EXEMPTIONS FROM BOTH

IF SELF-INSURED

Complete all applicable spaces)

Name of person handling claims at the self-insured

Minimum Wage and Overtime Rates •Domestic service in or about the private home of the employer •Delivery of newspapers to the consumer

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

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

Manager signature Address of establishment

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

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.

Live performances—maximum number: three/day or 10/calendar week (Sunday—Saturday).

Non-work time at place of employment includes education, rest and recreation.

12 hours must elapse between time of dismissal and time of call on the following day.

Meal periods of half hour-one hour are not counted toward maximum hours/non-work time at place of employment.

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.

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. his Schedule Must be Kept up to Date and Correct.

### **Clean Indoor Air Act**

Beginning on September 11, 2008, smoking is not allowed in public places or workplaces. The CIAA defines a "public place" as an enclosed area which serves as a workplace, commercial establishment, or an area where the public is invited or permitted. The term "public place" includes, but is not limited to:

Facilities which provide education, food or health care-related services: Schools. Restaurants and bars. Healthcare facilities (hospitals, outpatient clinics, medical offices). Vehicles used for mass transportation: Train. Subway. Bus, including a chartered bus. Plane. Taxicab. Limousine.

Mass transportation stations: Train. Subway. Bus.

ttendance. Plus eight additional hours on Saturdays and Su

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

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

ublic School Code are not subject to the Act's hours of employment or work time restrictions

Age

Infants < 6 mos.

6 mos.—1 year

2—5 years

6—8

9—15

16—17

nonschool davs.

in 24-hour period.

Code.

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

Public Facility: Child or adult daycare facilities. Private homes providing childcare or adult daycare services. Sports or recreational facility. Theater or performance establishment. Nightclubs.

The CIAA defines a "workplace" as an indoor area serving as a place of employment, occupation, business, trade, craft, professional or volunteer activity. Place of employment means the area that an employee uses for work or any other purpose which includes, but is not limited to: Offices. Meeting rooms. Sales, production and storage areas. Cafeterias, lunch rooms, preak rooms. Restrooms. Stairways. Hallways. Warehouses. Garages.

### **Child Labor Abstract**

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

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

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.

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\* \*\*

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 restrictions. \*\*EXCEPT: A) Minors who have graduated from high school or who are exempt from compulsory attendance under the

3) 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.

Max. hours (24-hour period)

at place of employment

(does not include hours

at minors' residences

2

4

6

8

9

10

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

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

• Performances rules do not apply to minors who have graduated from high school or who are exempt from compulsory attendance under the Public School

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

**Equal Pay** 

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

Child Labor Act Hours Rules for Performances By Minors 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.

Max. work hours

(24-hour period)

(including work time at minors' residences)

Not Applicable

2

3

4

5

6

| <ul> <li>race</li> <li>Color</li> <li>Religion</li> <li>National origin</li> <li>Sex (including pregnancy and related conditions, sexual orientation, or gender identity)</li> <li>Age (40 and older)</li> <li>Disability</li> <li>Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)</li> <li>Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.</li> <li>Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation</li> <li>What Employment Practices can be Challenged as Discriminatory?</li> <li>All aspects of employment, including:</li> <li>Discharge, firing, or lay-off</li> <li>Harassment (including unwelcome verbal or physical conduct)</li> <li>Hiring or promotion</li> <li>Assignment</li> <li>Pay (unequal wages or compensation)</li> <li>Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief, observance or practice</li> <li>Benefits</li> <li>Job training</li> <li>Classification</li> <li>Referral</li> <li>Obtaining or disclosing genetic information of employees</li> <li>Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding.</li> <li>Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination for the disability discrimination, filing a charge, or participating in an investigation or proceeding.</li> </ul>   | <ul> <li>Imitations 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 level.</li> <li><b>Protected Veteran Status</b> 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. <b>Retaliation</b> 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: Destitution Avenue, N.W. Washington, D.C. 20210 1–800–397–6251 (toll-free) 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 question 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 https://www.dol.gov/agencies/ ofccp/contact.</li></ul>  | <ul> <li>Delivery of newspapers to the consumer</li> <li>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</li> <li>Bona fide outside salesman</li> <li>Educational, charitable, religious, or nonprofit organization where no employer-employee relationship exists and service is rendered gratuitously</li> <li>Golf caddy</li> <li>In seasonal employment, if the employee is under 18 years of age or if a student under 24 years of age is employed by a nonprofit health or welfare agency engaged in activities dealing with children with disabilities or by a nonprofit day or resident seasonal recreational camp for campers under the age of 18 years, which operates for a period of less than three months in any one year</li> <li>In employment by a public amusement or recreational establishment, organized camp, or religious or nonprofit ducational conference center, if (i) it does not operate more than seven months a year or (ii) during the preceding calendar year, the average receipts for any 6 months were not more than 33% of its average receipts for the other 6 months of such year</li> <li>Switchboard operator employed by an independently-owned public telephone company which has no more than 750 stations</li> <li>Employees not subject to civil service laws who hold elective office or are on the personal staff of such an officeholder, are immediate advisers to the officeholder, or are appointed by the officeholder to serve on a policy making level</li> <li>Executive, Administrative, and Professional employees, as defined by the Department</li> </ul>  | Altoona, PA 16601-3486Mifflin, Potter, Somerset, Warren,<br>WestmorelandPhone: 814-940-6224 or 877-792-8198Mifflin, Potter, Somerset, Warren,<br>WestmorelandBureau of Labor Law Compliance<br>Harrisburg, PA 17121-0750Adams, Columbia, Cumberland, Dauphin,<br>Franklin, Juniata, Lancaster, Lebanon,<br>MontourBureau of Labor Law Compliance<br>Philadelphia District Office<br>110 North 8th St., Suite 203<br>Philadelphia, PA 19107Bucks, Chester, Delaware, Montgomery,<br>PhiladelphiaBureau of Labor Law Compliance<br>Pittsburgh District Office<br>301 5th Avenue, Suite 330<br>Pittsburgh, PA 15222<br>Phone: 412-565-5300 or 877-504-8354Allegheny, Beaver, Butler, Crawford, Erie,<br>Greene, Lawrence, Mercer, Venango,<br>WashingtonBureau of Labor Law Compliance<br>Pittsburgh District Office<br>301 5th Avenue, Suite 330<br>Pittsburgh, PA 15222<br>Phone: 412-565-5300 or 877-504-8354Allegheny, Beaver, Butler, Crawford, Erie,<br>Greene, Lawrence, Mercer, Venango,<br>WashingtonBureau of Labor Law Compliance<br>Scranton District Office<br>201-B State Office Bldg.<br>100 Lackawanna Avenue<br>Scranton, PA 18503Berks, Bradford, Carbon, Lackawanna,<br>Lehigh, Luzerne, Lycoming, Monroe,<br>Northampton, Pike, Schuylkill, Sullivan,<br>Susquehanna, Tioga, Wayne, Wyoming | Attooma District Office<br>1301 Labor & Industry Building<br>1301 Labor & Industry Building<br>1301 Agen & Sola State Office Building<br>1304 Agen & Sola State Multicate Agen & Sola State Office Building<br>1304 Agen & Sola State Multicate Agen & Sola State Ag |
|--|---|--|--|--|
| What can You Do if You Believe Discrimination has Occurred?         Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict 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:         Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx         Call 1-800-669-4000 (toll free)         1-800-669-6820 (TTY)         1-84-234-5122 (ASL video phone)         Visit an EEOC field office (information at www.eeoc.gov/         E-Mail info@eeoc.gov         Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.         EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS   | <ul> <li>PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE</li> <li>Race, Color, National Origin, Sex</li> <li>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 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 Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.</li> <li>Individuals with Disabilities</li> <li>Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.</li> <li>If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such</li> </ul>   | <ul> <li>change of classification. The wages, including food credit plus tips, must equal the current minimum wage.</li> <li>Board: Food furnished in the form of meals on an established schedule.</li> <li>Lodging: Housing facility available for the personal use of the employee at all hours.</li> <li>Reasonable Cost: Actual cost, exclusive of profit, to the employer or to anyone affiliated with the employer.</li> <li>EXCEPTIONS from Minimum Wage Rates <ul> <li>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:</li> <li>Learners: 40 hours a week. Maximum eight weeks</li> <li>Students: Up to 20 hours a week. Up to 40 hours a week during school vacation periods</li> </ul> </li> </ul>   | Phone: 570-963-4577 or 877-214-3962         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         LLC-1 REV 06-22   | The UC Law can provide you with an income during periods when you are either partially or totally unemployed through no fault of your own.<br>If you become UNEMPLOYED or your HOURS ARE REDUCED due to LACK OF WORK, the department, agency, commission, or bureau where you worked MUST provide you with a completed Form UC-1609, How to Apply for Unemployment Compensation (UC) Benefits. If you do not receive a completed Form UC-1609, you should request one from your supervisor.<br>IMPORTANT<br>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.<br>NOTE: To file an application for UC benefits, you will need to provide your:<br>Alien Registration Number (if not a U.S. citizen)<br>Complete Mailing and Home Address<br>Name and Address of Employment and Reasons for Leaving<br>You may file your new application, reopen an existing claim or get information about the UC Program online at www.uc.pa.gov.<br>You may file your application or get information about the UC Program by calling the UC Service Center in your area at 888-313-7284. TTY: (Hearing Impaired) at 888-334-4046.   |
|  | assistance. Updated 6/23  |  |  | payments resulting from unreported work and earnings, as well as unreported pensions.<br><b>REMEMBER:</b> Whenever you have questions or any problem regarding your UC claim, contact your UC Service Center. Do not take outside advice. Outside advice may be incorrect and could adversely affect your eligibility to receive UC benefits.  |
|  |   | Public Acco  | mmodatione   |  |
| <b>Right To</b> Department of Labor & Industry Bureau of Workers' Compensation   | <b>Know Act</b><br>MSDS must be accessible in the work area where the hazardous substance it describes is used. MSDSs must  | COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION<br>PUBLIC ACCOMMODATION PROVISIONS PENNSYLVANIA HUMAN RELATIONS ACT  | 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.   | A person who knowingly makes a false statement or knowingly withholds information to obtain UC benefits commits a criminal offense under section 801 of the UC Law, 43 P.S. §871, and may be subject to a fine, imprisonment, restitution and loss of future benefits.<br>Auxiliary aids and services are available upon request to individuals with disabilities.<br>Equal Opportunity Employer/Program   |
| DEPARTMENT OF LABOR & INDUSTRY BUREAU OF WORKERS' COMPENSATION<br>EMPLOYEE WORKPLACE NOTICE PUBLIC SECTOR<br>Pennsylvania Worker and Community Right to Know Act requires that information about hazardous<br>substances in the workplace and in the environment is available to public sector employees and employees of<br>private sector workplaces not covered by the Federal Occupational Safety and Health Administration (OSHA)<br>Hazard Communication Standard and to all persons living or working in the state. Employee rights listed below<br>are further defined in the Worker and Community Right to Know Act (PL. 734, No. 159) and Regulations. For<br>a Safety Division, contact the Department of Labor & Industry, Bureau of Workers' Compensation, Health<br>& Safety Division, 1171 S. Cameron Street, Room 324, Harrisburg, Pennsylvania 17104-2501; (717) 772-1635;<br>E-mail: RA-LI-BWC-SAFETY@pa.gov.<br>Multic sector employers (including state and local government agencies and public schools and public<br>universities) and private sector employers not covered by the OSHA Hazard Communication Standard must<br>post his notice informing employees of their rights under the law. This notice must be posted prominently in the<br>workplace at a location where employee notices are normally posted.<br>Taining:<br>Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must<br>post his notice informing employees of the rights under the law. This notice must be posted prominently in the<br>workplace at a location where employee notices are normally posted.  |   | COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION  | WARNING: Removing, defacing, covering up or destroying this notice is a violation  | subject to a fine, imprisonment, restitution and loss of future benefits.<br>Auxiliary aids and services are available upon request to individuals with disabilities.<br>Equal Opportunity Employer/Program  |
| <section-header>         DEPARTMENT OF LABOR &amp; INDUSTRY BUREAU OF WORKERS' COMPENSATION         SUBJECT OF CARENCELACE ONTICE PUBLIC SECTOR<br/>Paragivania Worker and Community Right to Know Act requires that information about hazardous<br/>substances in the workplace and community Right to Know Act requires that information about hazardous<br/>substances in the workplace and community Right to Know Act requires that information about hazardous<br/>substances in the workplace and community Right to Know Act requires that information about hazardous<br/>substances in the workplace and converted by the Federal Occupational Safety and Health Administration (OSHA)<br/>Hazard Communication Standard and to all persons living or working in the state. Employee rights listed below<br/>ard tinther defined in the Worker and Community Right to Know Act (PL. 734, No. 159) and Regulations. For<br/>additional information, contact the Department of Labor &amp; Industry, Bureau of Workers' Compensation, Health<br/>&amp; Safety Division, 1171 S. Cameron Street, Room 324, Harrisburg, Pennsylvania 17104-2501; (717) 772-1635;<br/>Email:         Multic sector employers (including state and local government agencies and public schools and public<br/>so this notice informing employees of their rights under the law. This notice must be posted prominently in the<br/>workplace at a location where employers not covered by the OSHA Hazard Communication Standard must<br/>soutance, The training program nay be presented either in written form or in training seessions.         Dublic sector employers and private sector employers not covered by the OSHA Hazard Communication Standard<br/>must provide an annual education and training program to employees exposed to hazardous<br/>substances. The training program may be presented either in written form or in training seessions.         Dublic sector employers and private sector employers must complete a workplace HSSF annually. Public sector<br/>provide a duri</section-header> | MSDS must be accessible in the work area where the hazardous substance it describes is used. MSDSs must be readily available to employees without the intervention or permission of management or supervisors, and any employee may obtain an dexamine an MSDS for any hazardous substance in the workplace. If an employee's request to obtain a copy of an MSDS is made to the employer in writing and, after five working days from the date the request is made, the employer fails to furnish the employee with an MSDS in the employer's possession or fails to provide the employee with proof of the employer's effort to obtain the requested MSDS from the manufacturer, importer, supplier or distributor and from the Department of Labor & Industry, the requesting employee may refuse to work with the substance.  Environmental Hazard Survey Form (EHSF) provides information about any environmental hazards emitted, discharged or disposed of from the workplace. All employers are required to complete an EHSF when and if requested to do so by the Department of Labor & Industry. If an EHSF has been completed by a public sector employer or a private sector employer not covered by the OSHA Hazard Communication Standard, a copy must be provided to any employee upon request.  Labeling All containers and ports of pipelines of hazardous and non-hazardous substances in public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard must be properly labeled. Employers must ensure that each label, sign, placard or other operating instruction is prominently affixed and displayed on the container or port of a pipeline system so that employees can easily identify the contents.  Heath and Exposure Records:  Note: Content is and allow employee access to records of employee chemical exposure to the extent required by OSHA (under 29 CFR 1910.1200) or by the Mine Safety Health Administration (under 30 CFR 70.210 an 71.210).  Non-discrimination:  A public sector employee on an employee of a private sector workpla                  | <text><text><text><text><text><text><text></text></text></text></text></text></text></text>  | <ul> <li>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.</li> <li>For further information, write, phone or visit the Pennsylvania Human Relations Commission:</li> <li>Executive Offices: 333 Market Street, 8th Floor • Harrisburg, PA 17126-0333 (717) 787-4410 • (717) 787-7279 (TTY) • www.phrc.state.pa.us</li> <li>To file a complaint, contact the Regional Office nearest you:</li> <li>Pittsburgh • 301 5th Ave., Suite 390 • Piatt Place • Pittsburgh, PA 15222 (412) 565-5395 • (412) 565-5711 (TTY)</li> <li>Harrisburg • R333 Market Street, 8th Floor • Harrisburg, PA 17126-0333 (717) 787-9780 • (717) 787-7279 (TTY)</li> <li>Philadelphia • 110 N. 8th Street Suite 501 • Philadelphia, PA 19107 (215) 560-2496 • (215) 560-3599 (TTY)</li> <li>Updated 10/1</li> </ul>   | subject to a fine, imprisonment, restitution and loss of future benefits.<br>Auxiliary aids and services are available upon request to individuals with disabilities.<br>Equal Opportunity Employer/Program  |
| <section-header><section-header><section-header><text><text><section-header><text><text><text></text></text></text></section-header></text></text></section-header></section-header></section-header>  | MSDS must be accessible in the work area where the hazardous substance it describes is used. MSDSs must be readily available to employees without the intervention or permission of management or supervisors, and any employee may obtain and examine an MSDS for any hazardous substance in the workplace. If an employee's request to obtain a copy of an MSDS is made to the employer in writing and, after five working days from the date the request is made, the employer fails to thrinis the employee with a MSDS in the employer's effort to obtain the requested MSDS from the manufacturer, importer, supplier or distributor and from the Department of Labor & Industry, the requesting employee may refuse to work with the substance. <b>Environmental Hazard Survey Form</b> (EHSF) provides information about any environmental hazards emitted, discharged or disposed of from the workplace. All employers are required to complete an EHSF when and if requested to do so by the Department of Labor & Industry. If an EHSF has been completed by a public sector employer or a private sector employer not covered by the OSHA Hazard Communication Standard, a copy must be provided to any employee upon request. <b>Labeling:</b> All containers and ports of pipelines of hazardous and non-hazardous substances in public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard must be properly labeled. Employers must ensure that each label, sign, placard or other operating instruction is prominently affixed and displayed on the container or port of a pipeline system so that employees chemical exposure to the extent required by OSHA (under 29 CFR 1910.1200) or by the Mine Safety Health Administration (under 30 CFR 70.210 an 71.210). <b>Dendis: Dendis: Dendis</b>   | <text><text><text><text><text><text></text></text></text></text></text></text>   | WARNING: Removing, defacing, covering up or destroying this notice is a violation<br>of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.<br>For further information, write, phone or visit the Pennsylvania Human Relations<br>Commission:<br>Executive Offices: 333 Market Street, 8th Floor • Harrisburg, PA 17126-0333<br>(717) 787-4410 • (717) 787- 7279 (TTY) • www.phrc.state.pa.us<br>To file a complaint, contact the Regional Office nearest you:<br>Pittsburgh • 301 5th Ave., Suite 390 • Piatt Place • Pittsburgh, PA 15222<br>(412) 565-5395 • (412) 565-5711 (TTY)<br>Harrisburg • R333 Market Street, 8th Floor • Harrisburg, PA 17126-0333<br>(717) 787-9780 • (717) 787-7279 (TTY)<br>Philadelphia • 110 N. 8th Street Suite 501 • Philadelphia, PA 19107<br>(215) 560-2496 • (215) 560-3599 (TTY)<br>Updated 10/1  | <form>subject to a fine, imprisonment, restitution and loss of future benefit:<br/>Auxiliary alias and services are available upon request to individuals with disabilities.<br/>Equal Opportunity Employer/Program</form>   |
| <section-header><section-header><section-header><section-header><text><section-header><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></section-header></text></section-header></section-header></section-header></section-header>  | MSDS must be accessible in the work area where the hazardous substance it describes is used. MSDSs must be readily available to employees without the intervention or permission of management or supervisors, and any employee may obtain and examine an MSDS for any hazardous substance in the workplace. 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If an EHSF has been completed by a public sector employer or a private sector employer not covered by the OSHA Hazard Communication Standard, a copy must be rovided to any employee upon request. <b>Labeling</b> All containers and ports of pipelines of hazardous and non-hazardous substances in public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard must be properly labeled. Employers must ensure that each label, sign, placard or other operating instruction is prominently affixed and displayed on the container or port of a pipeline system so that employees can easily identify the contents. <b>Hoth and Exposure Records</b> The Mine Safety Health Administration (under 30 CFR 70.210 an 71.210) or by the Mine Safety Health Administration (under 30 CFR 70.210 an 71.210). <b>Mode and must maintain and allow employee of a private sector workplace not covered by the OSHA Hazard Communication Standard believes that he or she has been discharged, disciplined or discriminated against by and plus for the </b> | COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION ACT.<br>(Act of October 27, 1955, P. L. 744, as Amended) Under this Act, a public accommodation is any accommodation which is open to, accepts or solicits the patronage of the general public, including government services. It is unlawful for any owner, lessee, proprietor, manager, superintendent, agent, or employee of any public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, disability, known association with a person with a disability use of a guide or support animal due to blindness, deafness or physical disability or because the user is a handler or trainer of such nublic accommodations, advantages, facilities or privileges of such public accommodation, where they may be readily seen by those seeking or granting any of the accommodation, where they may be readily seen by those seeking or granting any of the accommodation, where they may be readily seen by those seeking or granting any of the accommodation, where they may be readily seen by those seeking or granting any of the accommodation, where they may be readily seen by those sublic accommodation. Notices must be posted to any avantages, facilities or privileges of such public accommodation. Notices must be posted conspicuously in easily accessible and well-ginted places at the public accommodations, advantages, facilities or privileges of such public accommodation. Notices must be posted conspicuously in easily accessible and well-ginted places at the public accommodation. Bucket and the private accommodation and the set of the sectore accepted and distributed by the Pennsylvania Human Relations Commission, must be days of the alleged act of discrimination. Complexity of the accommodation of the accepted action. Complexity of the accommodation and the private accepted action. Complexity of the accepted action and accepted action. Complexity of the accepted action. Complexity of the accepted action. Comple | WARNING: Removing, defacing, covering up or destroying this notice is a violation<br>of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.<br>For further information, write, phone or visit the Pennsylvania Human Relations<br>Commission:<br>Executive Offices: 333 Market Street, 8th Floor • Harrisburg, PA 17126-0333<br>(717) 787-4410 • (717) 787- 7279 (TTY) • www.phrc.state.pa.us<br>To file a complaint, contact the Regional Office nearest you:<br>Pittsburgh • 301 5th Ave., Suite 390 • Piatt Place • Pittsburgh, PA 15222<br>(412) 565-5395 • (412) 565-5711 (TTY)<br>Harrisburg • R333 Market Street, 8th Floor • Harrisburg, PA 17126-0333<br>(717) 787-9780 • (717) 787-7279 (TTY)<br>Philadelphia • 110 N. 8th Street Suite 501 • Philadelphia, PA 19107<br>(215) 560-2496 • (215) 560-3599 (TTY)<br>Updated 10/1<br>Compension<br>Wania<br>ABOR & INDUSTRY<br>RS' COMPENSATION<br>nee company, third-party administrator (TPA), or person handling workers' compensation  | <form>adject to a fine, imprisonment, restitution and loss of future Benzice Mailiany alias and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program</form>  |

| Emergency   | Address:          |  | Address:   |   | Department of Labor & Industry, Bureau of Labor Law Compliance, Abstract of the Equal Pay Law<br>Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Equal Pay Law |   |
|---|-------------------|--|--|---|---|---|
|   | -RESCUE:          |  |  |   |   | 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   |
| HOSPITAL: PHYSI   | SICIAN:           | Telephone Number:  |  | Telephone Number:   |   | 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.   |
| ALTERNATE: POLIC  | CE:               | Insurer Code:  |  | -   |   | Administration: 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.<br>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  |
| OSHA: HAZA  | ARDOUS MATERIAL:  | Any individual filing misleading or incomple<br>§1039.2, and may also be subject to crimin | ete information knowingly and with the intent to de<br>nal and civil penalties under 18 Pa. C.S.A. §4117 ( | I<br>fraud is in violation of Section 1102 of the Per<br>(relating to insurance fraud). | nsylvania Workers' Compensation Act, 77 P.S.  | 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.<br>Records Required: 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.<br>Penalties: Provides for a fine of not less than \$50 nor more than \$200, or imprisonment of not less than 30 days nor more than 60 days, for: |
| State&FederalPos  | ster <sup>™</sup> | Employer Information<br>Services<br>717.772.3702   | Claims Information Services<br>toll-free inside PA: 800.482.2383<br>local & outside PA: 717.772.4447       | Hearing Impaired<br>PA Relay 7-1-1  | Email<br>ra-li-bwc-helpline@pa.gov  | (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<br>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<br>of his duties in the enforcement of the act. Each day a violation continues shall constitute a separate offense.  |
| For all your Labor Law Poster Compliance                      |                   |  |  | upon request to individuals with disabilities.<br>y Employer/Program                    | Updated 10/22   | More Information is Available Online Additional information about the Equal Pay Law is available online at: <u>www.state.pa.us,</u><br>PA Keyword: labor & industry. Click on "Labor Law Compliance" under Quick Links.<br>Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program.   |
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Complete all applicable spaces)

Name of TPA (Claims administrator)

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