## EMPLOYEE RIGHTS **UNDER THE FAMILY AND MEDICAL LEAVE ACT**

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the The hirth of a child or placement of a child for adoption or foster To bond with a child (leave must be taken within 1 year of the child's birth or placement);

 To care for the employee's spouse, child, or parent who has a qualifying serious health condition; For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job; For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave

Employees may choose or an employer may require use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued naid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies. While employees are on FMLA leave, employers must continue health

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 involved in any proceeding under or related to the FMLA. An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

Have worked for the employer for at least 12 months; . Have at least 1,250 hours of service in the 12 months before

Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite. \*Special "hours of service" requirements apply to airline flight crew REQUESTING LEAVE Generally, employees must give 30-days' advance notice of the need

for FMLA leave. If it is not possible to give 30-days' notice, an nployee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the

EMPLOYER RESPONSIBILITIES Once an employer becomes aware that an employee's need for leave is or a reason that may qualify under the FMLA, the employer must notif the employee if he or she is eligible for FMLA leave and, if eligible. FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FML

Employees may file a complaint with the U.S. Department of Labor Wage and Hour Division, or may bring a private lawsuit against an discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave

For additional information or to file a complaint: 1-866-4-USWAGE

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

U.S. Department of Labor | Wage and Hour Division

Ref.: 29 USC, Ch. 28, Sec. 2619

WH1420 REV 04/16

pay provisions.

## Know Your Rights: Workplace Discrimination is Illegal

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? Job applicants

Union members and applicants for membership in a union What Organizations are Covered? Educational institutions (as employers) Staffing agencies What Types of Employment Discrimination are Illegal?

Sex (including pregnancy and related conditions, sexual orientation, or

Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history Retallation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding. What Employment Practices can be Challenged as Discharge, firing, or lay-off

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

Pay (unequal wages or compensation)

Hiring or promotion

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 an EEOC field office (infor

What can You Do if You Believe Discrimination has

nformation about filing a charge of discrimination, is available at www.eeoc.gov. EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

Additional information about the EEOC, including

Race, Color, Religion, Sex, Sexual Orientation, Gender Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, fisclosing, or discussing their compensation or the compensation of other Section 503 of the Rehabilitation Act of 1973, as amended, protects

promotion, discharge, pay, fringe benefits, job training, classification eferral, and other aspects of employment by Federal contractors. isability discrimination includes not making reasonable accor o 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 Federa contractors take affirmative action to employ and advance in employme qualified individuals with disabilities at all levels of employment, including Protected Veteran Status ans' Readiustment Assistance Act of 1974, as

The Vietnam Era Veterans' Readjustment Assistance Act or 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. Any person who believes a contractor has violated its nondiscrimination

The Office of Federal Contract Compliance Programs (OFCCP) 200 Constitution 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.doi.gov/s/. or by calling an OFCCP regional or district of the ideal in most stalenbone directories under LIS Covernor or district of the order. 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 nation on the basis of race, color or national origin in programs of ctivities receiving Federal financial assistance. Emp vered by Title VI if the primary objective of the financial assistance ision of employment, or where employment disci may cause discrimination in providing services under such programs Title IX of the Education Amendments of 1972 prohibits employn nation on the basis of sex in educational programs or activities Section 504 of the Rehabilitation Act of 1973, as amended, prohibits

any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

**ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and also bring their own court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER



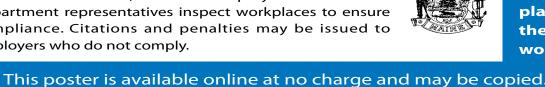


## **Minimum Wage** Labor Laws of the State of Maine provide protection for



MAINE

people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.



M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.

**Maine Law (Title 26** 

Minimum Wage is \$13.80 per hour effective January 1, 2023

## Under Maine labor laws, any business operating in the

state with one employee is automatically covered by state law. This includes all public and private employers regardless of profit or size. Effective January 1, 2023, the minimum wage in Maine is \$13.80 per hour. **Municipal Minimum Wage Ordinances** 

Employers with employees who work in Bangor and/or Portland or any other municipality that passes a local minimum wage ordinance, may be subject to additional regulations and should check with municipal

## **Service Employee**

A service employee is someone who regularly receives more than \$175 a month in tips. As of January 1, 2023, employers must pay a direct service wage of at least \$6.90 per hour. If the employee's direct wage combined with earned tips do not average, on a weekly basis, the state required minimum wage, the employer must pay the difference.

Unless specifically exempted, employees must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one and one-half their regular rate of pay. Employers have the right to allow or deny overtime, but if overtime is worked, it must be paid in accordance with state requirements. Compensatory or "comp" time cannot be used by private-sector employers, although privatesector employers can allow employees to flex their time within the workweek (but not the pay period if the pay period is longer than a seven day cycle in the workweek).

> For more information, contact: Maine Department of Labor **Bureau of Labor Standards** 45 State House Station Augusta, Maine 04333-0045 Telephone: 207-623-7900 TTY users call Maine Relay 711. Web site: www.maine.gov/labor/bls Email: bls.mdol@maine.gov

All workers have the right to:

Raise a safety or health concern with

Receive information and training on

substances in your workplace.

job hazards, including all hazardous

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

Participate (or have your representative)

speak in private to the inspector.

• File a complaint with OSHA within

See any OSHA citations issued to

Request copies of your medical

This poster is available free from OSHA.

Contact OSHA. We can help.

records, tests that measure hazards

in the workplace, and the workplace

30 days (by phone, online or by mail) if you have been retaliated against for

participate) in an OSHA inspection and

related injury or illness, without being

your employer or OSHA, or report a work-

A safe workplace.

retaliated against.

OSHA on your behalf.

using your rights.

injury and illness log.

your employer.

## **Exemptions from Overtime**

Maine statutes incorporate by reference the salary requirements under the Fair Labor Standards Act (FLSA). The new minimum salary requirement will be \$796.17 per week as of January 1, 2023. Salary is only one factor in determining whether a worker is exempt from overtime under federal or state law. The duties of each worker must be considered as part of this analysis. Failure to adhere to both requirements—meeting the duties test and the weekly salary threshold—will result in violations of both federal or state law or of one jurisdiction or the other depending on the discrepancies in the laws. **Statements to Employees** 

Every employer shall give to each employee with the payment of wages a statement clearly showing the date of the pay period, hours worked, total earnings and itemized deductions. Recordkeeping

Employers shall keep, for three years, accurate records of hours worked and wages paid to all employees.

The Department of Labor enforces state wage and hour laws. Employers with questions about the law may call 207-623-7900 or may visit the department's webpage.

**Minimum Wage Guidance** www.maine.gov/labor/labor\_laws/minimum\_wage\_faq.html legislature.maine.gov/statutes/26/title26sec664.html

**Overtime Guidance** www.maine.gov/labor/labor\_laws/overtime.html

legislature.maine.gov/statutes/26/title26sec664.html

\*Note: Maine employers may also be covered under the federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 603-666-7716.

The Maine Department of Labor provides equal opportunity in employment and programs

**Job Safety and Health** 

IT'S THE LAW!

**Employers must:** 

Ref.: MRSA Title 26 § 42-B

## **EMPLOYEE POLYGRAPH PROTECTION ACT**

**EMPLOYEE RIGHTS** 

**EMPLOYEE RIGHTS** 

**UNDER THE FAIR LABOR STANDARDS ACT** 

**FEDERAL MINIMUM WAGE** 

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

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work

n 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

based on tips received by their employees. Employers must pay tipped employees a cash wage

employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal

of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an

who is subject to the FLSA's overtime requirements in order for the employee to express breast

to express breast milk. Employers are also required to provide a place, other than a bathroom

that is shielded from view and free from intrusion from coworkers and the public, which may be

The Department has authority to recover back wages and an equal amount in liquidated damage

n instances of minimum wage, overtime, and other violations. The Department may litigate

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 labor provisions

Heightened civil money penalties may be assessed for each child labor violation that results in

discharging workers who file a complaint or participate in any proceeding under the FLSA.

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern

Some state laws provide greater employee protections; employers must comply with both.

• Some employers incorrectly classify workers as "independent contractors" when they are

actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime

paid less than the minimum wage under special certificates issued by the Department of Labor

Mariana Islands, and the Commonwealth of Puerto Rico

the violations are determined to be willful or repeated. The law also prohibits retaliating against or

and/or recommend criminal prosecution. Employers may be assessed civil money penalties for

milk for her nursing child for one year after the child's birth each time such employee has a need

certain work hours restrictions. Different rules apply in agricultural employment

the minimum hourly wage, the employer must make up the difference.

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

**TIP CREDIT** 

**MOTHERS** 

**ADDITIONAL** 

**INFORMATION** 

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.

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 The Act also permits polygraph testing, subject to restrictions, of certain 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 **EXAMINEE** 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.

assess civil penalties against violators. Employees or job applicants may

WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.





## **Video Display Terminals**

The Maine Video Display Terminal (VDT) Law gives certain rights to people who use computers for work. **LABOR** certain rights to people who use computers for work.



'ideo Display Terminals MRSA Title 26 §251.

Bureau. "Bureau" means the Department of Labor, Bureau of Labor Standards.

Employ, "Employ" means to employ or permit to

Employee. "Employee" means any person engaged to work on a steady or regular basis as an operator by an employer located or doing business in the

Employer. "Employer" means any person, or private that uses 2 or more terminals at one

Operator. "Operator" means any employee whose primary task is to operate a terminal for more than four consecutive hours, exclusive of breaks, on a dail

Terminal. "Terminal" means any electronic video screen data presentation machine, commonly called video display terminals.

For full text of the statute visit MRSA Title 26 §251, 252.

you have questions about working safely at the computer speak to your supervisor or contact the Maine Department of Labor Bureau of Labor Standards Tel: 1-877-SAFE-345 (1-877-723-3345) TY users call Maine Relay 711 Email: bls.mdol@maine.gov

POLICE:

**Education and training MRSA Title §252.** Every employer shall establish an education and training

training program must be provided both orally and in writing, except that an employer that uses fewer than 5 terminals at one location may provide the education and training program in writing only. The program must include, at a minimum:

A. Notification of the rights and duties created

under this subchapter by posting in a prominent location in the workplace a copy of this subchapter. An explanation or description of the proper use of terminals and the protective measures that the operator may take to avoid or minimize symptoms or conditions that ma

Instruction related to the importance of maintaining proper posture during termina operation and a description of methods to achieve and maintain this posture, including the use of any adjustable work station equipment used by the operator.

recommend to employers, for use in education and training programs, occupational safety literature that provides appropriate, current and pertinent data or 3. Training schedule. Employers shall provide

Ref.: MRSA Title 26 § 42-B

## **EMERGENCY NUMBERS**



### health and safety concern with you or with OSHA, or reporting a work-related injury or illness. Comply with all applicable OSHA standards. Notify OSHA within 8 hours of a workplace fatality or within 24 hours of

any work-related inpatient hospitalization,

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

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

amputation, or loss of an eye.

- 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.



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

## **CALL 911**

AMBULANCE: PHYSICIAN: **HOSPITAL**:



### **PAY SCHEDULE IS:** □ WEEKLY

☐ THURSDAY

FIRE DEPARTMENT:

POISON CONTROL:

BIWEEKLY

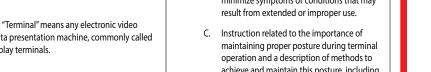
**PAYCHECKS ARE ISSUED ON THE:** 

OF THE MONTH

☐ MONTHLY

□ SEMI MONTHLY

TIME:



2. Literature; clearinghouse. The bureau shall

operators with this education and training program within 30 days of employment and annually

### **Maine Employment Security Law** This poster is designed to notify individuals of their rights regarding the filing of claims for unemployment benefits. It does not have the force or effect of law. For more It does not have the force or effect of law. For more LABOR

How to file a claim for unemployment benefits All new and reactivated claims for unemployment benefits are filed either online, telephone or by mail. Do not delay in filing your claim once you are out of work Claims cannot be backdated When filing, you will need to kn ow your Social Security

of all employers for whom you worked, and your dates of mployment in the last 18 months To file online: www.maine.gov/reemployme

Number. Also, you should have the names and addresses

To file by phone: 1-800-593-7660 TTY Users Call Maine Relay 711. All individuals filing for Unemployment Insurance benefits are required by law to be registered with the Maine JobLink. Visit www.mainecareercenter.gov

to access Maine JobLink.

We provide language interpreter services in approximately 140 commonly spoken languages. Arrangements will be made to have an interpreter assist you when you call the Unemployment Claims Center. To claim by mail: In some cases, your employer will give you a claim form. Mail your initial claim form to the Unemployment Claims Center listed below

Ref.: Maine Rule 12-172 Ch. 2

form to each employee who is customarily employed 97 State House Station, Augusta, ME 04333-0097 full-time and who is given less than full-time hours during that employer. uxiliary aids and services are available to people with disabilities upon request

a week due to lack of work, and who is not separated from Me. I-1 (rev. 11/2

accidentados en el trabajo. Si vous êtes victime d'un accident du travail, PREVENEZ VOTRE EMPLOYEUR IMMEDIATEMENT. Passé un délai de 60 jours, vous risquez de perdre vos droits à l'indemnisation Au-delà de deux ans, votre déclaration n'est plus recevable. Pour aider les victimes d'un accident du travail, le Workers' Compensation Board met des 60 días. Así mismo esta reclamación debe hacer conseillers juridiques à leur disposition. ocurrido hace más de dos años. Los defensores del La loi interdit aux employeurs de classifier fallacieusement leurs salariés comme étant trabajador están disponibles para proporcionar des contractants privés aux fins d'échapper ayuda a los trabajadores accidentados en el Consejo a l'assurance compensatrice-employé, aux Trabajador (Workers' Compensation Board). indemnités de chômage, ou aux autres charges

FOR DATES OF INJURY ON AND AFTER JANUARY 1, 2020

**WORKERS' COMPENSATION** 

**Notice to Employees:** 

workers' compensation insurance for its employees.

Workers' compensation insurance provides benefits

If you are injured at work, NOTIFY YOUR

EMPLOYER AT ONCE. You may lose your

right to receive benefits unless your employer is

notified within 60 days of your injury. Your claim

is also subject to a two year statute of limitations.

Worker advocates are available at the Workers'

Compensation Board to help injured workers.

employees as independent contractors for the

purposes of avoiding workers' compensation

insurance, unemployment coverage, or other

information on laws pertaining to the hiring

of independent contractors, visit the Worker

Misclassification Task Force website at www.

If you have any questions about your rights,

please contact one of the regional offices.

A l'intention des

D'après les lois de l'Etat du Maine, votre

employeur est tenu de souscrire à une assuranc

ndemnisant ses employés victimes d'un accident

Tłumacze dostępni na życzenie

тесь на линии.

提供口譯服務

要挂断電話。

This poster is available in alternative format. For further assistance, contact the Maine Workers' Compensation Board, ADA Coordinator, telephone: (888) 801-9087 or TTY: 711.

angielsku "Polish" i czekać na linii.

Aby uzyskać pomoc tłumacze, proszę powiedzieć po

"Когда Вы обращаетесь за помощью по телефону,

пожалуйста скажите, что Вы говорите по-русски

переводчиком. После этого, пожалуйста, оставай-

(произнесите "РАШН"), и мы обеспечим Вас

打電話請求幫助時,請用英語說"挟音呢斯"

通訳サービスをご利用いただけます

한국어 통역을 미용하실 수 있습니다.

(CHINESE)— 我們將爲您提供口譯人員 = 請不

通訳を必要とされる場合は「ジャパニーズ」と

おっしゃり、通訳がでるまでそのままでお待ちく

도움이 필요하여 전화를 거실 때 영어로 코리언

것입니다. 전화를 끊지 마시고 기다리십시오.

(KOREAN)이라고 말씀하시면 홍 역자를 연결해 드릴

"К вашим услугам имеются переводчики"

maine.gov/labor/misclass.

**Employes:** 

employer paid taxes and withholdings. For more

It is against the law for employers to misclassify

State law requires your employe

to employees who are injured at work.

et retenues dues par employeur. Pour plus de détails sur la législation relative à l'utilisation des services privés, visitez le site internet de Worker Misclassification Task Force (Unité anti-fraude en matière de classification des salariés): www.maine. gov/labor/misclass. Si vous n'êtes pas sûr de vos droits, veuillez

contacter l'un des bureaux régionaux. Aviso a los **Trabajadores:** La lev del estado de Maine requiere que su empresario proporcione el seguro de

aciones para el trabajador a todos los trabajadores. El seguro de compensaciones para el "Có Thông Dịch Viện" "Khi gọi điện thoại để được giúp đỡ, xin quý vị hãy nói "VIETNAMESE" để chúng tôi cho thông dịch

> مترجمون شفهيون متيشرون لخدمتكم عند اتصالكم للمساعدة أو لطلب خدمة معينة نرجو منكم أن تتذكروا (أ-رَ-بِ-ك )ونعن سنقدَم لكم مترجما شفهيا ، ابقوا على الخط من ﴿ يُ

viên giúp quý vị. Xin quý vị chờ trên đường dây.

trabajador proporciona beneficios a los trabajadores

En caso de sufrir accidente o daño laboral,

compensación a menos que su empresario sea

referencia a un accidente o daño que no haya

de Administración de Compensaciones para el

El hecho de no clasificar a los empleados como

contratistas independientes, con el propósito de

evitar el seguro por compensación al trabajador,

cobertura para desempleados, ú otros impuestos

información acerca de las leves pertenecientes a la

contratación de contratistas independientes, visite

el Worker Misclassification Task Force en la página

En caso de tener cualquier pregunta sobre sus

derechos, favor de dirigirse a una de las oficinas

regionales de compensaciones para el trabajador.

pagados y retenidos por el empleador; está en

contra de la ley del empleador. Para mayor

web de www.maine.gov/labor/misclass.

notificado de este accidente o daño en el plazo de

NOTIFÍQUELO INMEDIATAMENTE A SU

EMPRESARIO. Podría perder el derecho a recibir

افراد مترجم در دسترس می باشند. را که بدان صحبت می کنید به انگلیسی ذکر کنید تا راجع به امري به ما تلفن مي كنيد، لطفا نام زبائي قطع نکنید. هنگامیکه برای درخواست کمک یا شما تماس گرفته شود. لطفا روي خط منتظر بماتيد.

Turiunaanno waa la helavaa Marka aad caawinaad inoogu soo yeeraneysid, fadhlan luqaddaada af Ingiriisi inoogu sheeg turjubaan ayaa

بایک مترجم برای

guugu yeeri doonaaye. Taleefoonkana ha dhigin. To the employer: This notice must be posted in a conspicuous place upon your premises accessible to employees. 39-A MRSA §406. The State of Maine does not discriminate on the basis of disability in admission to

Maine Law (Title 26

every employer to

place this poster in

the workplace where

workers can easily see it

M.R.S.A. § 42-B) requires

### **Regulation of Employment** Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the

DEPARTMENT OF LABOR

**Γime of Payment** 

**WORKERS**'

COMPENSATION

**BOARD REGIONAL** 

**OFFICES** 

AUGUSTA

442 Civic Center Drive, Suite 225

156 State House Station

Augusta, ME 04333-0156

207-287-2308 • 1-800-400-6854

LEWISTON

36 Mollison Way

Lewiston, ME 04240-5811

207-753-7700 • 1-800-400-6857

BANGOR

106 Hogan Road, Suite 1

Bangor, ME 04401

207-941-4550 • 1-800-400-6856

PORTLAND

Portland, ME 04103

207-822-0840 • 1-800-400-6858

CARIBOU

43 Hatch Drive, Suite 110

Caribou, ME 04736-2347

207-498-6428 • 1-800-400-6855

Visit our website at:

www.maine.gov/wcb

Statewide TTY: 711

Interpreters Available

When calling for assistance, please say the name

be called for you. Please stay on the line

Tenemos intérpretes a su disposición

favor manténgase en la linea.

Temos intérpretes à sua disposição

chamado. Por favor, aguarde na linha

Abbiamo interpreti disponibili

of your language in English and an interpreter will

Si necesita que le atiendan en español por favor diga

"Spanish" y le conectaremos con un intérprete. Por

Se precisar de atendimento em Português, por favor diga "Portuguese" e um intérprete será prontamente

Se avete bisogno di assistenza in Italiano, Vi preghiamo

di dire "Italian" e un interprete sará messo a Vostra

disposizione. Vi preghiamo di rimanere in linea.

Lorsque vous appelez pour demander de l'aide.

prononcez le mot "French" et nous mettrons un

interprète à votre disposition. Prière de rester en ligne

Des interprètes sont à votre disposition

access to, or operation of its programs, services or activities

1037 Forest Avenue, Suite 11

laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply. This poster describes some important parts of the laws. A copy of the actual laws or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling 207-623-7900. (The laws are also on the Bureau's web site.) This poster is available online at no charge and may be copied.

of all unused paid vacation accrued after January 1, 2023. This will also include all accrued Earned Paid Leave if established in company policy or in practice

Employees must be paid in full at least every 16 days. Employees

must be notified of any decrease in wages or salary at least one day

Employees who leave a job must be paid in full on the next payday or

within two weeks, whichever is earlier. This may include the payment

Employers cannot require that an employee pay for losses such as broken merchandise, bad checks, or bills not paid by customers, nor Most employees must be offered a 30 consecutive minute paid or unpaid rest break after 6 hours of work

The emplover must make reasonable efforts to provide a clean room

or location, other than a bathroom, where the milk can be expressed

Nursing mothers must be provided with unpaid break time or be

permitted to use their paid break or meal time to express milk.

An employee who has worked for the last 12 months at a workplace with 15 or more employees may be entitled to up to 10 weeks of paid or unpaid leave for a qualifying event

Birth or adoption of a child or domestic partner's child Serious health condition of the employee or immediate family member, including domestic partner; domestic partner's child, grandchild, domestic partner's grandchild;

Organ donation; Death or serious health condition of the employee's spouse, domestic partner, parent or child if it occurs while the spouse, domestic partner, parent or child is on active duty;

Serious health condition or death of a sibling who shares joint

living and financial arrangements with the worker

Leave for Victims of Violence, Assault, Sexual Assault or Stalking Must be allowed upon request if an employee (or a child, parent or spouse of an employee) is a victim of violence, assault, sexual assault or stalking or any act that would support an order for protection under Title 19-A M.R.S.A., c. 101 and the employee needs the time to

Receive medical treatment; or Obtain necessary services to remedy crisis. Leave to Care for Family

120 days during a one-year period.

Prepare for and attend court proceedings; or

be allowed to use up to 40 hours in a 12-month period to care for an immediate family member who is ill Earned Paid Leave (Effective 01.01.2021) An employer that employs more than 10 employees in the usual and year shall permit each employee to earn paid leave based on the employee's base pay. An employee is entitled to earn one hour of paid eave from a single employer for every 40 hours worked, up to 40 hours in one year of employment. Accrual of leave begins at the start of employment, but the employer is not required to permit use of the

If the employer's policy provides for paid time off, the employee must

Earned Income Tax Credit

leave before the employee has been employed by that employer for

Note: Maine employers may also be covered under the Federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 866-487-9243. For more information, contact:

(Federal family medical leave is different, call 866-487-9243 for more Website: www.maine.gov/labor/bls | Email: bls.mdol@maine.gov At-Will Employment —Under Maine law, an at-will employee may be terminated for any reason not specifically prohibited by law. In most instances, you are an at-will employee unless you are covered by a collective bargaining agreement or other contract that limits termination. If you have questions about at-will employment, contact your human resources department

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

## **Child Labor Laws**

LABOR issued to employers who do not comply. (207) 623-7900. (The laws are also on the Bureau website.)

This poster is available online at no charge and may be copied.

Bureau of Labor Standards for details. **All** minors under 16 years of age need work permits in order to work.

but two during summer vacation. Minor cannot work until permit is approved by Bureau of Labor Standards.

: Maine employers may also be covered under the Federal

603-666-7716 or http://vouth.dol.gov/

Department of Labor Wage and Hour Office at

Maine Department of Labor Bureau of Labor Standards 45 State House Station Augusta, Maine 04333-0045 Tel: 207-623-7900 or 207-623-7930 TTY users call Maine Relay 711 Website: www.maine.gov/labor/bls

Ref.: MRSA Title 26 § 839 & 42-B

Email: bls.mdol@maine.gov

mation, call 1-800-593-7660 toll free.

This poster is available online at no charge and may be copied

**Full- and Part-Time Workers** 

Fair Labor Standards Act. For more information, contact the U.S. No more than 10 hours in any one day (weekend, holiday, vacation, or workshop). No more than 50 hours in a week When School Is in Session No more than 6 hours on a school day No more than 10 hours on any holiday, vacation, or

When School Is Not in Session

Work Hours 14 and 15 year olds

No more than six days in a row.

Not after 7 p.m. during school year.

· Cannot work after 9 p.m. during summer vacation

No more than 8 hours in any one day (weekend, holiday,

Not more than 40 hours in a week (school must be out

· No more than 3 hours on a school day, including Friday

Not more than 18 hours in a week that school is in

Cannot work before 7 a.m.

When School Is Not in Session

vacation or workshop).

When School Is in Session

session one or more days.

No more than 6 days in a row.

Cannot work before 7 a.m. on a school day

Cannot work before 5 a.m. on a non-school day.

Cannot work after 10:15 p.m. the night before a school

Can work up to midnight when there is no school the

On last day of school week, may work up to 8 hours. No more than 24 hours in a week, except may work

uxiliary aids and services are available to people with disabilities upon request.

Earnings during the base period: The "base period" is

a one-year period that includes four calendar quarters.

To establish a claim, an individual must have earned two

annual, average, weekly wage in Maine in the whole base

period. In most cases, the Department of Labor has your

will take steps to obtain it

wage information on file. If it is not on file, the Department

**Separation:** If you were laid off from your last job due to a lack of work, no additional investigation is required. If you

separated from your last job for reasons other than lack of

determination will then be made regarding your eligibility

work, you will be scheduled for a fact-finding interview. A

Weekly requirements: Weekly eligibility requirements

making an active search for work (unless your work

search has been "waived"), not refusing offers of suitable work or referral to suitable job opportunities from the

Aliens: If you are not a U.S. Citizen, your Social Security

with the United States Citizenship and Immigration

vour income tax forms.

be withheld and sent to DHHS.

Number and/or your Alien Permit number will be checked

Unemployment benefits are taxable: Unemployment

**Child support:** If you owe child support that you pay to the Department of Health and Human Services (DHHS), up

to fifty percent (50%) of your unemployment check may

Benefits for partial unemployment: An employer shall issue a properly completed partial unemployment claim

benefits are taxable and have to be reported when you file

include being able to work and being available for work,

times the annual average weekly wage in Maine in each of

**Employment Security Law** 

## regular course of business for more than 120 days in any calendar

Employees may be eligible for federal and state earned income tax credits. Employees may apply for the tax credits on the employee's

Maine Department of Labor Bureau of Labor Standards 45 State House Station Augusta, Maine 04333-0045 located at: 45 Commerce Drive Telephone: 207-623-7900 | TTY users call Maine Relay 711.

or the Bureau of Labor Standards.

Ref.: MRSA Title 26 § 668 & 42-B

Maine Law (Title 26,

requires every employer

to place this poster in

the workplace where

workers can easily see it.

M.R.S.A. § 42-B)

Child Labor Laws of the State of Maine provide protection for people under the age of 18 in both agricultural and nonagricultural jobs. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect vorkplaces to ensure compliance. Citations and penalties may be

his poster describes some important parts of the laws. A copy of the actual laws and formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling

14 and 15 year olds may work in most businesses, except in occupations declared hazardous and jeopardize their health, well-being or educational opportunities. 16 and 17 year olds may work in most businesses however not in hazardous jobs These provisions also provide limited exemptions. Contact the

Superintendent of schools certify academic standing Minor allowed only one permit during the school year

All employers must keep accurate payroll records for workers under 18. Records must show what time the minor began work, total hours worked, and what time the minor finished work each

For more information, contact:

50 hours any week that approved school calendar is less than three days or during the first and last week of

# Whistleblower's Protection Act

**Protection of Employees** 

MAINE Who Report or Refuse to **LABOR Commit Illegal Acts** This poster describes some important parts of the law. A copy of the actual law or formal interpretations may be

> obtained from the Department of Labor, Bureau of Labor Standards by calling 207-623-7900. (The laws are also on the

Maine Law (Title 26

M.R.S.A. § 839) requires

every employer to

place this poster in

This poster is available online at no charge and may be copied. It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because: You reported a violation of the law: 2. You are a healthcare worker and you reported a medical error;

4. You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it; or 5. You have been involved in an investigation or hearing held by the government. You are protected by this law ONLY if: 1. You tell your boss about the problem and allow a reasonable time for it to be corrected; or

2. You have good reason to believe that your boss will not correct the problem.

3. You reported something that risks someone's health or safety:

To report a violation, unsafe condition or practice or an illegal act in your workplace, contact: (This information should be filled in by the employer) For more information or to file a complaint under this law, contact: The Maine Human Rights Commissio 51 State House Station Augusta, Maine 04333

Tel: 207-624-6290 TTY users call Maine Relay 71 www.Maine.gov/mhrc The following agencies may provide useful information on workplace safety and labor laws: Maine Department of Labo

45 State House Station Portland, Maine 04112 Augusta, Maine 04333-0045 Tel: 207-780-3344 Tel: 207-623-7900 www.dol.gov TTY users call Maine Relay 711. Web site: www.maine.gov/labor/bls Email: bls.mdol@maine.gov U.S. Department of Labor/OSHA 40 Western Avenue Augusta, Maine 04330

Bureau of Labor Standards

Ref.: MRSA Title 26 § 839

Tel: 207-626-9160



THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION

## SEXUAL HARASSMENT ON THE JOB IS ILLEGAL

**X** UNWELCOME SEXUAL ADVANCES SUGGESTIVE OR LEWD REMARKS V UNWANTED HUGS, TOUCHES,

KISSES X REQUESTS FOR SEXUAL FAVORS X RETALIATION FOR COMPLAINING

ABOUT SEXUAL HARASSMENT IF YOU FEEL YOU HAVE BEEN DISCRIMINATED

**AGAINST, CONTACT:** 

MAINE HUMAN RIGHTS COMMISSION

51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051

PHONE (207) 624-6290 FAX (207) 624-8729 TTY: MAINE RELAY 711

www.maine.gov/mhrc

OR CONTACT YOUR PERSONNEL

DEPARTMENT:\_

DEPARTMENT / AGENCY CONTACT

Ref.: MRSA Title 26 § 807

Printed under appropriate: 01094H1010012 (10/2012)

**TO REORDER CALL: 1-800-817-7678** 

83719 012023



