

WE ARE YOUR DOL Attention Miscellaneous Industry Employees

Minimum Wage hourly rates effective 12/31/2022 – 12/30/2023

New York City		Small Employers (10 or less employees)	
Large Employers (11 or more employees)			
Minimum Wage \$15.00	Minimum Wage \$15.00		
Overtime after 40 hours \$22.50	Overtime after 40 hours \$22.50		
Tipped workers \$15.00	Tipped workers \$15.00		
Overtime after 40 hours \$22.50	Overtime after 40 hours \$22.50		

Long Island and Westchester County		Remainder of New York State	
Minimum Wage \$15.00	Minimum Wage \$14.20		
Overtime after 40 hours \$22.50	Overtime after 40 hours \$21.30		
Tipped workers \$15.00	Tipped workers \$14.20		
Overtime after 40 hours \$22.50	Overtime after 40 hours \$21.30		

If you have questions, need more information or want to file a complaint, please visit www.labor.ny.gov/minimumwage or call: **1-888-469-7365**.

Credits and Allowances that may reduce your pay below the minimum wage rates shown above:

- Tips** – Beginning December 31, 2020, your employer must pay the full applicable minimum wage rate, and cannot take any tip credit.
- Meals and lodging** – Your employer may claim a limited amount of your wages for meals and lodging that they provide to you, as long as they do not charge you anything else. The rates and requirements are set forth in wage orders and summaries, which are available online.
- Extra Pay** you may be owed in addition to the minimum wage rates shown above:
 - Overtime** – You must be paid 1½ times your regular rate of pay (no less than amounts shown above) for weekly hours over 40 (or 44 for residential employees).
 - Exceptions:** Overtime is not required for salaried professionals, or for executives and administrative staff whose weekly salary is more than 75 times the minimum wage rate.
 - Call-in pay** – If you go to work as scheduled and your employer sends you home early, you may be entitled to extra hours of pay at the minimum wage rate for that day.
 - Spread of hours** – If your workday lasts longer than ten hours, you may be entitled to extra daily pay. The daily rate is equal to one hour of pay at the minimum wage rate.
 - Uniform maintenance** – If you clean your own uniform, you may be entitled to additional weekly pay. The weekly rates are available online.

LS 207 (11/22) **Minimum Wage Poster** Post in Plain View

Attention Employers
Re: *New York Digital Posters and Minors' Posting Provisions*


Minors' Posting Provisions:

Laws of New York, Article 4, Section 144 addresses "Posting of Hours" requirements. The employer shall make a schedule for all minors employed by the employer, setting forth the hours of beginning and stopping and the time allowed for meals, which shall be kept conspicuously posted in each establishment where such persons are employed.

A change in the schedule of hours worked by minors pursuant to the provisions of this chapter shall be allowed provided that the posted schedule reflects the change. The presence of any person subject to the article at any hours other than those stated in the above notice, or failure to post such notice, shall constitute prima facie evidence of a violation of the article.

Digital Posters:

Employers must furnish digital versions of all copies and abstracts required under Section 201 of New York's Labor Law or the New York State Department of Labor regulations to all employees through either the employer's website or by email. CPC provides a QR code on the state All-On-One that once scanned, will open to a link where the digital posters can be viewed.



Attention Employers
Re: *Workers' Compensation, Unemployment Insurance and Paid Family Leave posters*

New York employers are required to post the Workers' Compensation, Unemployment and Paid Family Leave posters. For your convenience, instructions for obtaining these required posters have been provided below. Our primary goal is to keep you, our business partner, informed of your state's mandatory posting requirements.

Workers' Compensation:
Employers are required to post the "Notice of Compliance for Workers' Compensation" (C-105 or C-105.1) posting and the "Notice of Compliance for Disability Benefits" (DB-120) posting. These posters are only supplied by your Workers' Compensation carrier.

Unemployment Insurance:
Employers registered with the New York State Unemployment Insurance Division are required to post the *Unemployment Insurance Notice to Employees* (IA 133) in an area visible to employees. Employers must call the New York Department of Labor, Unemployment Insurance Division at (518) 485-8589 to determine whether or not you are liable for unemployment insurance.

Paid Family Leave:
Employers are required to display a Paid Family Leave notice where all employees and/or applicants can readily see it. Your insurance carrier will provide a Notice of Compliance stating that you have Paid Family Leave insurance. If you are self-insured, you can get this notice by contacting the Workers' Compensation Board at certificates@wcb.ny.gov.

WE ARE YOUR DOL Department of Labor

Deductions from Wages
Section 193 of the New York State Labor Law

§ 193. Deductions from wages.

1. No employer shall make any deduction from the wages of an employee, except deductions which:

- are made in accordance with the provisions of any law or any rule or regulation issued by any governmental agency including regulations promulgated under paragraph c and paragraph d of this subdivision; or
- are expressly authorized in writing by the employee and are for the benefit of the employee, provided that such authorization is voluntary and only given following receipt by the employee of written notice of all terms and conditions of the payment and/or its benefits and the details of the manner in which deductions will be made. Whenever there is a substantial change in the terms or conditions of the payment, including but not limited to, any change in the amount of the deduction, or a substantial change in the benefits of the deduction or the details in the manner in which deductions shall be made, the employer shall, as soon as practicable, but in each case before any increased deduction is made on the employee's behalf, notify the employee prior to the implementation of the change. Such authorization shall be kept on file on the employer's premises for the period during which the employee is employed by the employer and for six years after such employment ends. Notwithstanding the foregoing, employee authorization for deductions under this section may also be provided to the employer pursuant to the terms of a collective bargaining agreement. Such authorization shall be limited to payments for:
 - insurance premiums and prepaid legal plans;
 - personal or health and welfare benefits;
 - contributions to a bona fide charitable organization;
 - United States bonds;
 - dues or assessments to a labor organization;
 - discounted parking or discounted passes, tickets, fare cards, vouchers, or other items that entitle the employee to use mass transit;
 - fitness center, health club, and/or gym membership dues;
 - cafeteria and vending machine purchases made at the employer's place of business and purchases made at gift shops operated by the employer, where the employer is a hospital, college, or university;
 - pharmacy purchases made at the employer's place of business;
 - tuition, room, board, and fees for pre-school, nursery, primary, secondary, and/or post-secondary educational institutions;
 - day care, before-school and after-school care expenses;
 - payments for housing provided at no more than market rates by non-profit hospitals or affiliates thereof; and
 - similar payments for the benefit of the employee.
- are related to recovery of an overpayment

2. Deductions made in conjunction with an employer sponsored pre-tax contribution plan approved by the IRS or other local taxing authority, including those falling within one or more of the categories set forth in paragraph b of subdivision one of this section, shall be considered to have been made in accordance with paragraph a of subdivision one of this section.

3. a. No employer shall make any charge against wages, or require an employee to make any payment by separate transaction and/or by deduction, or payment is permitted as a deduction from wages under the provisions of subdivision one of this section or is permitted or required under any provision of a current collective bargaining agreement.

b. Notwithstanding the existence of employee authorization to make deductions in accordance with separate transaction and/or by deduction, no deduction of subdivision one of this section and deductions determined by the commissioner to be similar to such deductions in accordance with subparagraph (xiv) of paragraph b of subdivision one of this section, the total aggregate amount of such deductions for each pay period shall be subject to the following limitations: (i) such aggregate amount shall not exceed a maximum aggregate limit established by the employer for each pay period; (ii) such aggregate amount shall not exceed a maximum aggregate limit established by the employee, which limit may be any amount (in ten dollar increments) up to the maximum amount established by the employer under subparagraph (i) of this paragraph; (iii) the employer shall not permit any purchases within these categories of deduction by the employee that exceed the aggregate limit established by the employer, or, if no limit has been set by the employer, the limit set by the employer; (iv) the employee shall have access within the workplace to current account information detailing individual expenditures within these categories of deduction and a running total of the amount that will be deducted from the employee's pay during the next applicable pay period. Information shall be available in printed form or capable of being printed should the employee wish to obtain a listing. No employee may be charged any fee, directly or indirectly, for access to, or printing of, such account information.

c. With the exception of wage deductions required or authorized in a current existing collective bargaining agreement, an employer's authorization for any and all wage deductions may be revoked in writing at any time. The employer must cease the wage deduction for which the employee has revoked authorization as soon as practicable, and, in no event more than four pay periods or eight weeks after the authorization has been withdrawn, whichever is sooner.

4. Nothing in this section shall justify noncompliance with article three-A of the personal property law relating to assignment of earnings, with section two hundred twenty-one of this chapter relating to company stores or with any other law applicable to deductions from wages.

5. There is no exception to liability under this section for the unauthorized failure to pay wages, benefits or wage supplements.

For more information, call or write the nearest office of the Division of Labor Standards:

Albany District State Office Campus Building 12 Room 185A Albany, NY 12240 (518) 457-2730	Rochester Sub-District 276 Waring Road Room 121 Syracuse, NY 13202 (315) 428-4057	White Plains District 120 Bloomingdale Rd. White Plains, NY 10605 (914) 997-9521
---	---	--

Garden City District
400 Oak Street
Garden City, NY 11530
(516) 794-8195

Syracuse District
333 East Washington St.
Room 121
Syracuse, NY 13202
(315) 428-4057

New York City District
75 Varick Street
7th Floor
New York, NY 10013
(212) 775-3880

Buffalo District
290 Main Street
Room 226
Buffalo, NY 14202
(716) 847-7141

YOU HAVE A RIGHT TO KNOW!

Your employer must inform you of the health effects and hazards of toxic substances at your worksite.

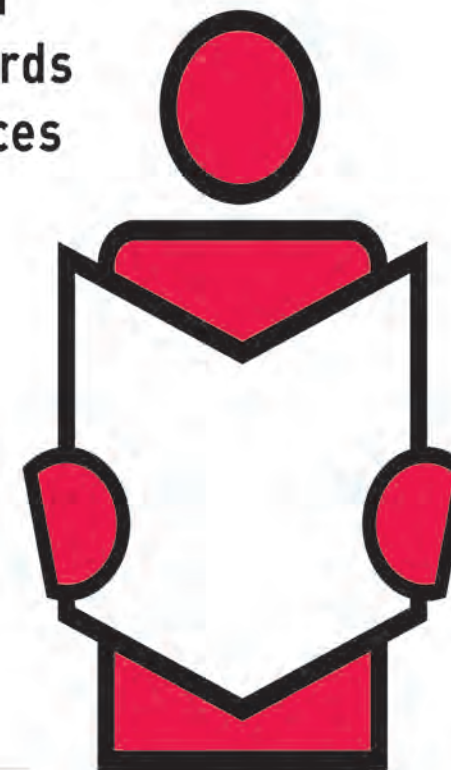
Learn all you can about toxic substances on your job.

For more information, contact:

Name: _____

Location & Phone Number: _____

THE RIGHT TO KNOW LAW WORKS FOR YOU.



WE ARE YOUR DOL Department of Labor

Tip Appropriation
Section 196-d of the New York State Labor Law

Section 196-d. Gratuites. No employer or his agent or an officer or agent of any corporation, or any other person shall demand or accept, directly or indirectly, any part of the gratuities, received by an employee, or retain any part of a gratuity or of any charge purported to be a gratuity for an employee. This provision shall not apply to the checking of hats, coats or other apparel. Nothing in this subdivision shall be construed as affecting the allowances from the minimum wage for gratuities in the amount determined in accordance with the provisions of article nineteen of this chapter nor as affecting practices in connection with banquets and other special functions where a fixed percentage of the patron's bill is added for gratuities which are distributed to employees, nor to the sharing of tips by a waiter with a busboy or similar employee.

For more information, call or write the nearest office of the Division of Labor Standards, of the New York State Department of Labor, listed below:

Albany District State Office Campus Bldg. 12, Room 185A Albany, NY 12240 (518) 457-2730	New York City District 75 Varick Street 7th Floor New York, NY 10013 (212) 775-3880	Garden City District 400 Oak Street Suite 10 Garden City, NY 11530 (516) 794-8195	White Plains District 120 Bloomingdale Rd. White Plains, NY 10605 (914) 997-9521
--	--	--	--

Buffalo District 290 Main Street Room 226 Buffalo, NY 14202 (716) 847-7141	Rochester Sub-District 276 Waring Road Room 104 Rochester, NY 14609 (585) 258-4550	Syracuse District 333 East Washington St. Room 121 Syracuse, NY 13202 (315) 428-4057
---	--	---

LS 204 (08/20)

NEW YORK CORRECTION LAW
ARTICLE 23-A

LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

- "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession provided. However, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in a law enforcement agency.
- "Applicability." The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an express pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.
- "Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited." No application for any license or employment, and no employment or license held by an individual to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or of the reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:
 - There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
 - The issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

- The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
- The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
- The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
- The time which has elapsed since the occurrence of the criminal offense or offenses.
- The age of the person at the time of occurrence of the criminal offense or offenses.
- The seriousness of the offense or offenses.
- Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
- The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the state law. 2. In relation to actions by private employers, the provisions of this article shall be enforceable by the Division of Human Rights pursuant to the powers and procedures set forth in article fifteen of the Executive Law, and, concurrently, by the New York City Commission on Human Rights.

STATE LABOR LAW



VETERAN BENEFITS AND SERVICES

The following resources and benefits are available at no cost to help veterans understand their rights, protections, benefits, and accommodations:

doh.ny.gov/veterans-benefits-and-services

MENTAL HEALTH AND SUBSTANCE ABUSE RESOURCES All calls and texts are free and confidential US Department of Veterans Affairs Veterans Crisis Line www.veteranscrisisline.net Call: 988, press 1 Text: 838255 Suicide and Crisis Lifeline: www.veteranscrisisline.net Call: 988 Text: 988 Crisis Textline: Chat: crisisonline.org NYS Office of Mental Health (OMH): www.omh.ny.gov NYS Office of Addiction Services and Supports (OASAS): www.oasas.ny.gov Call: 1-877-8-HOPENY (467469) Text: HOPENY (467369)	TAX BENEFITS NYS Department of Tax and Finance Information for military personnel and veterans: tax.ny.gov/pd/military_page.htm Property tax exemptions: tax.ny.gov/pd/property/exemption/veterans.htm
LEGAL SERVICES Veterans Treatment Courts (VTC): v2c.ny.gov Court Support, Litigation, and Courts Staff Email: Problemsolving@courts.state.ny.us NYS Defenders Association Veteran Defense Program: www.nysda.org/page/aboutVDP	ADDITIONAL RESOURCES NYS Domestic and Sexual Violence Hotline: Call: 800-942-6969 Text: 844-997-2121 NYS Workplace Sexual Harassment Hotline: Call: 1-800-448-6233 NYS Department of Motor Vehicles: Veteran Status Designation Photo Document: dmny.gov/motor-vehicle/veteran-status-designation-photo-document Veteran License Plate: dmny.gov/licenses/military-and-veterans

NEW YORK STATE DIVISION OF VETERANS' SERVICES
Website: veterans.ny.gov
Help Line: 1-888-838-7697
Email: DVSH@veterans.ny.gov

NEW YORK STATE DEPARTMENT OF LABOR VETERANS' PROGRAM
Website: dol.ny.gov/office/veterans
Help Line: 1-888-469-7365
Email: Ad_Vet@labor.ny.gov

Services: Legal, education, employment and volunteers; financial, health care, and more.

WE ARE YOUR DOL Department of Labor

NEW YORK STATE Division of Human Rights

1-888-392-3644
WWW.DHR.NY.GOV

THIS ESTABLISHMENT IS SUBJECT TO THE NEW YORK STATE HUMAN RIGHTS LAW (EXECUTIVE LAW, ARTICLE 15)

DISCRIMINATION BASED UPON AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, SEX, PREGNANCY, GENDER IDENTITY OR EXPRESSION, DISABILITY OR MARITAL STATUS IS PROHIBITED BY THE NEW YORK STATE HUMAN RIGHTS LAW. SEXUAL HARASSMENT OR HARASSMENT BASED UPON ANY OF THESE PROTECTED CLASSES ALSO IS PROHIBITED.

ESTE ESTABLECIMIENTO ESTÁ SUETO A LA LEY DE DERECHOS HUMANOS DEL ESTADO DE NUEVA YORK (LEY EJECUTIVA, SECCIÓN 15)

LA LEY DE DERECHOS HUMANOS DEL ESTADO DE NUEVA YORK PROHIBE LA DISCRIMINACIÓN POR EDAD, RAZA, CREDO, COLOR, ORIGEN NACIONAL, ORIENTACIÓN SEXUAL, ESTATUS MILITAR, SEXO, EMBARAZO, IDENTIDAD O EXPRESIÓN DE GÉNERO, DISCAPACIDAD O ESTADO CIVIL. TAMBIÉN ESTÁ PROHIBIDO EL ACOSO SEXUAL O EL ACOSO POR CUALQUIERA DE ESTAS CLASES PROTEGIDAS.

ALL EMPLOYERS (until February 8, 2020, only employers with 4 or more employees are covered), EMPLOYMENT AGENCIES, LABOR ORGANIZATIONS AND APPRENTICESHIP TRAINING PROGRAMS

Also prohibited: discrimination in employment on the basis of Sabbath observance or religious practices; hairstyles associated with race (also applies to all areas listed below); prior arrest or conviction record; predisposing genetic characteristics; familial status; pregnancy-related conditions; domestic violence victim status.

Reasonable accommodations for persons with disabilities and pregnancy-related conditions including lactation may be required. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner.

Also covered: domestic workers are protected from harassment and retaliation; interns and nonemployees working in the workplace (for example temp or contract workers) are protected from all discrimination described above.

RENTAL, LEASE OR SALE OF HOUSING, LAND AND COMMERCIAL SPACE, INCLUDING ACTIVITIES OF REAL ESTATE BROKERS AND SALES PEOPLE

Also prohibited: discrimination on the basis of lawful source of income (for example housing vouchers, disability benefits, child support); familial status (families with children or being pregnant); prior arrest or sealed conviction; commercial boycotts or bocklisting.

Reasonable accommodations and modifications for persons with disabilities may also be required.

Does not apply to:

- rental of an apartment in an owner-occupied two-family house
- restrictions of all rooms in a housing accommodation to individuals of the same sex
- rental of a room by the occupant of a house or apartment
- sale, rental, or lease of accommodations of housing exclusively to persons 55 years of age or older, and the spouse of such persons

ALL CREDIT TRANSACTIONS INCLUDING FINANCING FOR PURCHASE, MAINTENANCE AND REPAIR OF HOUSING

PLACES OF PUBLIC ACCOMMODATION SUCH AS RESTAURANTS, HOTELS, HOSPITALS AND MEDICAL OFFICES, CLUBS, PARKS AND GOVERNMENT OFFICES

Exception: Age is not a covered classification relative to public accommodations. Reasonable accommodations for persons with disabilities may also be required.

EDUCATION INSTITUTIONS

All public schools and private nonprofit schools, at all education levels, excluding those run by religious organizations.

ADVERTISING AND APPLICATIONS RELATING TO EMPLOYMENT, REAL ESTATE, PLACES OF PUBLIC ACCOMMODATION AND CREDIT TRANSACTIONS MAY NOT EXPRESS ANY DISCRIMINATION

If you wish to file a formal complaint with the Division of Human Rights, you must do so within one year after the discrimination occurred. The Division's services are provided free of charge.

If you wish to file a complaint in State Court, you may do so within three years of the discrimination. You may not file both with the Division and the State Court.

Retaliation for filing a complaint or opposing discriminatory practices is prohibited. You may file a complaint with the Division if you have been retaliated against.

FOR FURTHER INFORMATION, WRITE OR CALL THE DIVISION'S NEAREST OFFICE. HEADQUARTERS: ONE FORDHAM PLAZA, 4TH FLOOR, BRONX, NY 10458

Employers' Guide
NEW YORK STATE'S CLEAN INDOOR AIR ACT

The New York State CLEAN INDOOR AIR ACT (PUBLIC HEALTH LAW, ARTICLE 13-E) prohibits smoking and vaping in virtually all workplaces, including restaurants and bars. The Act reflects the state's commitment to ensuring that all workers are protected from secondhand tobacco smoke and vaping aerosols. Localities may continue to adopt and enforce local laws regulating smoking and vaping. However, these regulations must be at least as strict as the Clean Indoor Air Act.

Where are smoking and vaping prohibited? Smoking and vaping are not permitted in the following indoor areas: Places of employment; Bars; Restaurants, except as stated in Article 13-E, Section 1399-q of the NYS Public Health Law; Enclosed indoor swimming areas; Public transportation including all ticketing, boarding and waiting areas, buses, vans, taxicabs and limousines; All places of employment where services are offered to children; All schools, including school grounds; All public and private colleges, universities and other educational and vocational institutions; General hospitals; Residential health-care facilities, except separately designated smoking and vaping rooms for adult patients; Commercial establishments used for the purpose of carrying on or exercising any trade, profession, vocation or charitable activity; All indoor arenas; Zoos; and Bingo facilities.

Where are smoking and vaping permitted? Smoking and vaping are permitted in: Private homes and private residences when not used for day care; Private automobiles; Hotel or motel rooms rented to one or more guests; Retail tobacco businesses (primary activity is

the retail sale of tobacco products and accessories, and the sale of other products is merely incidental); Retail electronic cigarette stores (vaping only); Membership associations where all duties related to the operation of the association are performed by volunteers who are not compensated in any manner; Cigar bars in existence prior to January 1, 2003 (where 10% or more of total annual gross income is from the sale of tobacco products); and up to 25% of seating in outdoor areas of restaurants with no roof or ceiling enclosure may be designated smoking areas.

How can I file a complaint? Employers, employees and the public may report, confidentially, violations of the Act to their local health departments, county board of health or their district health office. For more information visit www.health.state.ny.us.

Should signs be posted? Yes. "No Smoking" or "Smoking" signs, or "Vaping" or "No Vaping" signs, or a sign with the international "no smoking" symbol on it must be prominently posted and properly maintained where smoking and vaping are prohibited or permitted.

What are the penalties? The enforcement officer for a city or county health department or State Health Department can assess a fine of up to \$2,000 for each violation.

For more information about the Act, call (518) 402-7600

3402 STATE OF NEW YORK, Department of Health

EMERGENCY NUMBERS
CALL 911

POLICE: _____

AMBULANCE: _____

PHYSICIAN: _____

HOSPITAL: _____

FIRE DEPARTMENTS: _____

POISON CONTROL: _____

OSHA: _____

PAY DAY NOTICE

PAY DAY IS ON:

<input type="checkbox"/> MONDAY	<input type="checkbox"/> FRIDAY
<input type="checkbox"/> TUESDAY	<input type="checkbox"/> SATURDAY
<input type="checkbox"/> WEDNESDAY	<input type="checkbox"/> SUNDAY
<input type="checkbox"/> THURSDAY	

PAY SCHEDULE IS:

<input type="checkbox"/> WEEKLY	<input type="checkbox"/> SEMI MONTHLY
<input type="checkbox"/> BIWEEKLY	<input type="checkbox"/> MONTHLY
<input type="checkbox"/>	

PAYCHECKS ARE ISSUED ON THE:

_____ AND _____ OF THE MONTH

AT: _____

TIME: _____

NOTICE REQUIREMENTS FOR FRINGE BENEFITS AND HOURS

Section 195.5 of the New York State Labor Law effective December 12, 1981 provides as follows: "Every employer shall notify his employees in writing or by publicly posting the employer's policy on sick leave, vacation, personal leave, holidays and hours."

LS 608 (09-07)

Written Information Regarding Fringe Benefits and Hours Are Located At

LOCATION(S): _____

SUPERVISOR(S): _____

ALQUILER, ARRENDAMIENTO O VENTA DE VIVIENDA, TERRENO O ESPACIO COMERCIAL INCLUYENDO ACTIVIDADES DE AGENTE DE BIENES RAICES Y VENDEDORES

También está prohibido: la discriminación a base de fuente de ingreso legal (por ejemplo vales, beneficios de discapacidad, manutención de niños); estado familiar (familias con niños o en estado de embarazo); arresto previo o condena sellada; boicot comercial o acoso inmobiliario.

También es posible que sea necesario realizar modificaciones y arreglos razonables para personas con discapacidades.

Excepciones:

- alquiler de un apartamento en una casa para dos familias ocupada por el dueño
- restricciones de todas las habitaciones en una vivienda para individuos del mismo sexo
- alquiler de una habitación por parte del ocupante de una casa o apartamento
- venta, alquiler o arrendamiento de alojamiento en una casa exclusivamente a personas mayores de 55 años y al cónyuge de dichas personas

También se prohíbe: discriminación en vivienda sobre la base del estado civil (por ejemplo, familias con hijos).

TODAS TRANSACCIONES CREDITICIAS INCLUYENDO FINANCIAMIENTO PARA LA COMPRA, MANTENIMIENTO Y REPARACIÓN DE VIVIENDAS

LUGARES DE ALOJAMIENTO PÚBLICO, COMO RESTAURANTES, HOTELES, HOSPITALES Y CONSULTORIOS MÉDICOS, CLUBS, PARQUES Y OFICINAS DEL GOBIERNO

Excepción: La edad no es una clasificación cubierta respecto a los alojamientos públicos. Es posible que sea necesario realizar arreglos razonables para personas con discapacidades.

INSTITUCIONES EDUCATIVAS

Todas las escuelas públicas y escuelas privadas sin ánimo de lucro, en todos los niveles, excluyendo escuelas dirigidas por organizaciones religiosas.

PUBLICIDAD Y SOLICITUDES RELACIONADAS CON EL EMPLEO, LOS INMUEBLES, LOS LUGARES DE ALOJAMIENTO PÚBLICO Y LAS TRANSACCIONES CREDITICIAS NO DEBEN EXPRESAR NINGÚN ACTO DISCRIMINATORIO

Si desea presentar una demanda formal ante la División de Derechos Humanos, debe hacerlo dentro de un año desde que ocurra la discriminación. Los servicios de la División se ofrecen sin cargo.

Si desea presentar una demanda ante el Tribunal Estatal, puede hacerlo dentro de los tres años desde que ocurra la discriminación. No puede presentar una demanda ante la División y ante el Tribunal Estatal.

Se prohíben las represalias por presentar una demanda u oponerse a prácticas discriminatorias. Puede presentar una demanda ante la División si sufrió represalias.

PARA OBTENER MÁS INFORMACIÓN, ESCRIBA O LLAME A LA OFICINA MÁS CERCANA DE LA DIVISIÓN. OFICINA CENTRAL: ONE FORDHAM PLAZA, 4TH FLOOR, BRONX, NY 10458