



Know Your Rights: Workplace Discrimination is Illegal

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

Who is Protected?

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

What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding
- Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

What Organizations are Covered?

- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Unions
- Staffing agencies

What Employment Practices can be Challenged as Discriminatory?

All aspects of employment, including:

- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding
- 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 (including accommodation) or pregnancy accommodation

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)
1-844-234-5122 (ASL video phone)

Visit an EEOC field office (information at
www.eeoc.gov/field-office)

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

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

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of 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.

Disability

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, 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.

Protected Veteran Status

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

Retaliation

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP)
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, D.C. 20210
1-800-397-6251 (toll-free)

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>.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial 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.

Individuals with Disabilities

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.



Conozca sus Derechos: La Discriminación en el Lugar de Trabajo es Ilegal

La Comisión Para la Igualdad de Oportunidades en el Empleo (EEOC, por sus siglas en inglés) de los EE. UU. hace cumplir las leyes federales que lo protegen contra la discriminación en el empleo. Si cree que ha sido discriminado(a) en el trabajo o al solicitar un trabajo, la EEOC puede ayudarle.

¿Quién está Protegido?

- Empleados (actuales y anteriores), incluyendo gerentes y empleados temporales
- Miembros de sindicatos y Solicitantes de membresía en un sindicato
- Aplicantes de trabajo

¿Qué Tipos de Discriminación Laboral son Ilegales?

Según las leyes de la EEOC, un empleador no puede discriminarlo, independientemente de su estatus migratorio, por motivos de:

- Raza
- Color
- Religión
- Origen nacional
- Sexo (incluyendo embarazo, parto, y condiciones médicas relacionadas, orientación sexual o identidad de género)
- Edad (40 años o más)
- Discapacidad
- Información genética (incluyendo solicitudes del empleador para la compra, el uso o la divulgación de pruebas genéticas, servicios genéticos o historial médico familiar)
- Tomar represalias por presentar un cargo, oponerse razonablemente a la discriminación o participar en una demanda, investigación o procedimiento por discriminación
- Interferencia, coerción o amenazas relacionadas con el ejercicio de los derechos relacionados con la discriminación por discapacidad o la acomodación por embarazo

¿Qué Organizaciones están Cubiertas?

- La mayoría de los empleadores privados
- Instituciones educativas (como empleadores)
- Gobiernos estatales y locales (como empleadores)
- Sindicatos
- Agencias de empleo

¿Qué Prácticas Laborales Pueden ser Discriminatorias?

Todos los aspectos del empleo, incluyendo:

- Despidos
- Acoso (incluyendo conducta física o verbal no deseada)
- Contratación o promoción
- Asignaciones
- Remuneración (salarios desiguales o compensación)
- Falta de proporcionar adaptaciones razonables para una discapacidad; embarazo, parto o condición médica relacionada al embarazo o parto; o para la observancia o práctica de una creencia religiosa sincera
- Beneficios
- Formación profesional
- Clasificación
- Referencias
- Obtención o divulgación de información genética de los empleados
- Solicitud o divulgación de información médica de los empleados
- Conducta que podría desalentar razonablemente a alguien de oponerse a la discriminación, presentar un cargo o participar en una investigación o procedimiento
- Conducta que coaccione, intimide, amenace o interfiera con el ejercicio de sus derechos por parte de alguien, o alguien que ayude o aliente a otra persona a ejercer sus derechos, en relación con la discriminación por discapacidad (incluyendo las adaptaciones) o adaptaciones por embarazo

¿Qué Puede Hacer si Cree que ha Ocurrido Discriminación?

Comuníquese con la EEOC de inmediato si sospecha discriminación. No demore, porque existen límites de tiempo estrictos para presentar una denuncia por discriminación (180 o 300 días, según el lugar donde viva o trabaje). Puede comunicarse con la EEOC de cualquiera de las siguientes maneras:

Presentar una consulta a través del Portal Público de la EEOC: <https://publicportal.eeoc.gov/Portal/Login.aspx>

Llame 1-800-669-4000 (número gratuito)
1-800-669-6820 (TTY)
1-844-234-5122 (Video Teléfono de ASL)

Visite una Oficina de Campo de la EEOC (información en www.eeoc.gov/field-office)

Corre Electrónico: info@eeoc.gov

Información adicional sobre la EEOC, incluyendo información sobre cómo presentar un cargo de discriminación, está disponible en www.eeoc.gov/es.



EMPLEADORES QUE TIENEN CONTRATOS O SUBCONTRATOS FEDERALES

La Oficina de Programas de Cumplimiento de Contratos Federales (OFCCP, por sus siglas en inglés) del Departamento de Trabajo hace cumplir los compromisos de no discriminación y acción afirmativa de las empresas que hacen negocios con el gobierno federal. Si está solicitando un trabajo con, o es un empleado de una empresa con un contrato o subcontrato federal, usted está protegido(a) por la ley federal contra la discriminación en las siguientes bases:

Raza, Color, Religión, Sexo, Orientación Sexual, Identidad de Género, Origen Nacional

La Orden Ejecutiva 11246, enmendada, prohíbe la discriminación laboral por parte de los contratistas federales por motivos de raza, color, religión, sexo, orientación sexual, identidad de género u origen nacional, y requiere acción afirmativa para garantizar la igualdad de oportunidades en todos los aspectos del empleo.

Preguntar, Divulgar o Discutir Salarios

La Orden Ejecutiva 11246, enmendada, protege a los solicitantes y empleados de contratistas federales de la discriminación basada en preguntar, divulgar o discutir su compensación o la compensación de otros solicitantes o empleados.

Discapacidad

La Sección 503 del Acta de Rehabilitación de 1973, según enmendada, protege a las personas calificadas con discapacidades contra la discriminación en la contratación, promoción, despido, pago, beneficios complementarios, capacitación laboral, clasificación, referencias y otros aspectos del empleo por parte de contratistas federales. La discriminación por discapacidad incluye no hacer adaptaciones razonables a las limitaciones físicas o mentales conocidas de una persona con una discapacidad que de otro modo calificaría y que es un solicitante o empleado, a menos que haga una dificultad excesiva para el empleador. La Sección 503 también requiere que los contratistas federales tomen medidas afirmativas para emplear y promover a personas calificadas con discapacidades en todos los niveles de empleo, incluyendo a nivel ejecutivo.

Estatus Protegido Como Veterano

El Acta de Asistencia para el Reajuste de los Veteranos de la Era de Vietnam de 1974, modificada, 38 U.S.C. 4212, prohíbe la discriminación laboral y requiere acción afirmativa para reclutar, emplear y avanzar en el empleo a veteranos discapacitados, veteranos recientemente separados (es decir, dentro de los tres años posteriores al su separación o liberación del servicio activo), veteranos en servicio activo en tiempo de guerra o insignia de campaña, o veteranos con medallas de servicio de las fuerzas armadas.

Represalias

Se prohíben las represalias contra una persona que presente una queja por discriminación, participe en un procedimiento de la OFCCP o se oponga a la discriminación por parte de contratistas federales en virtud de estas leyes federales.

Cualquier persona que crea que un contratista ha violado sus obligaciones de no discriminar o acción afirmativa bajo las autoridades de la OFCCP debe comunicarse de inmediato con:

La Oficina de Programas de Cumplimiento de Contratos Federales (OFCCP),
Departamento de Trabajo de los EE. UU.,
200 Constitution Avenue, N.W.
Washington, D.C. 20210
1-800-397-6251 (llamada gratuita).

Si es sordo, tiene problemas de audición o tiene una discapacidad del habla, marque 7-1-1 para acceder a los servicios de retransmisión de telecomunicaciones. También se puede contactar a la OFCCP enviando una pregunta en línea a la mesa de ayuda de la OFCCP en <https://ofccphelpdesk.dol.gov/s/>, o llamando a una oficina regional o distrital de la OFCCP, que figura en la mayoría de los directorios telefónicos bajo el Departamento de Trabajo de los EE.UU. y en la página web "Contáctenos" de la OFCCP en <https://www.dol.gov/agencies/ofccp/contact>.

PROGRAMAS O ACTIVIDADES QUE RECIBEN ASISTENCIA FINANCIERA FEDERAL

Raza, Color, Origen Nacional, Sexo

Además de las protecciones del Título VII del Acta de Derechos Civiles de 1964, según enmendada, el Título VI del Acta de Derechos Civiles de 1964, según enmendada, prohíbe la discriminación por motivos de raza, color, u origen nacional en programas o actividades que reciben asistencia financiera. La discriminación laboral está cubierta por el Título VI si el objetivo principal de la asistencia financiera es la provisión de empleo, o cuando la discriminación laboral cause o pueda causar discriminación en la prestación de servicios bajo dichos programas. El Título IX de las Enmiendas de Educación de 1972 prohíbe la discriminación laboral por razón de sexo en programas o actividades educativas que reciben asistencia financiera federal.

Personas con Discapacidades

La Sección 504 del Acta de Rehabilitación de 1973, enmendada, prohíbe la discriminación laboral por motivos de discapacidad en cualquier programa o actividad que reciba asistencia financiera federal. Está prohibida la discriminación en todos los aspectos de empleo contra las personas con discapacidades que, con o sin ajustes razonables, pueden desempeñar las funciones esenciales del trabajo.

Si cree que ha sido discriminado(a) en un programa de cualquier institución que recibe asistencia financiera federal, debe comunicarse de inmediato con la agencia federal que brinda dicha asistencia.

(Actualizado 6/27/2023)

Your Employee Rights Under the Family and Medical Leave Act

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 is a military servicemember.

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 servicemember.

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:**

- 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.

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 reason 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 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 qualifying 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.

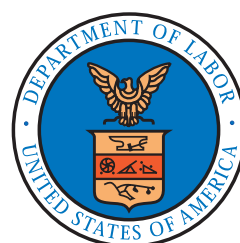
After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing:**

- 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?

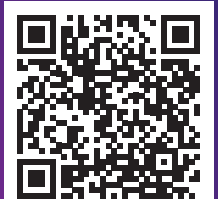
Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

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.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME



EMPLOYEE RIGHTS

FOR WORKERS WITH DISABILITIES

PAID AT SUBMINIMUM WAGES

This establishment has a certificate authorizing the payment of subminimum wages to workers who are disabled for the work they are performing. Authority to pay subminimum wages to workers with disabilities generally applies to work covered by the **Fair Labor Standards Act (FLSA)**, **McNamara-O'Hara Service Contract Act (SCA)**, and/or **Walsh-Healey Public Contracts Act (PCA)**. Such subminimum wages are referred to as “commensurate wage rates” and are less than the basic hourly rates stated in an SCA wage determination and/or less than the FLSA minimum wage of **\$7.25 per hour**. A “commensurate wage rate” is based on the worker’s individual productivity, no matter how limited, in proportion to the wage and productivity of experienced workers who do not have disabilities that impact their productivity when performing essentially the same type, quality, and quantity of work in the geographic area from which the labor force of the community is drawn.

Employers shall make this poster available and display it where employees and the parents and guardians of workers with disabilities can readily see it.

WORKERS WITH DISABILITIES

Subminimum wages under section 14(c) are not applicable unless a worker’s disability actually impairs the worker’s earning or productive capacity for the work being performed. The fact that a worker may have a disability is not in and of itself sufficient to warrant the payment of a subminimum wage.

For purposes of payment of commensurate wage rates under a certificate, a worker with a disability is defined as: An individual whose earnings or productive capacity is impaired by a physical or mental disability, including those related to age or injury, for the work to be performed.

Disabilities which may affect productive capacity include an intellectual or developmental disability, psychiatric disability, a hearing or visual impairment, and certain other impairments. The following do not ordinarily affect productive capacity for purposes of paying commensurate wage rates: educational disabilities; chronic unemployment; receipt of welfare benefits; nonattendance at school; juvenile delinquency; and correctional parole or probation.

WORKER NOTIFICATION

Each worker with a disability and, where appropriate, the parent or guardian of such worker, shall be informed orally and in writing by the employer of the terms of the certificate under which such worker is employed.

KEY ELEMENTS OF COMMENSURATE WAGE RATES

- **Nondisabled worker standard**—The objective gauge (usually a time study of the production of workers who do not have disabilities that impair their productivity for the job) against which the productivity of a worker with a disability is measured.
- **Prevailing wage rate**—The wage paid to experienced workers who do not have disabilities that impair their productivity for the same or similar work and who are performing such work in the area. Most SCA contracts include a wage determination specifying the prevailing wage rates to be paid for SCA-covered work.
- **Evaluation of the productivity of the worker with a disability**—Documented measurement of the production of the worker with a disability (in terms of quantity and quality).

The wages of all workers paid commensurate wages must be reviewed, and adjusted if appropriate, at periodic intervals. At a minimum, the productivity of hourly-paid workers must be reevaluated at least every six months and a new prevailing wage survey must be conducted at least once every twelve months. In addition, prevailing wages must be reviewed, and adjusted as appropriate, whenever there is a change in the job or a change in the prevailing wage rate, such as when the applicable state or federal minimum wage is increased.

WIOA

The Workforce Innovation and Opportunity Act of 2014 (WIOA) amended the Rehabilitation Act by adding section 511, which places limitations on the payment of subminimum wages to individuals with disabilities by mandating the completion of certain requirements prior to and during the payment of a subminimum wage.

EXECUTIVE ORDER 13658

Executive Order 13658, Establishing a Minimum Wage for Contractors, established a minimum wage that generally must be paid to workers performing on or in connection with a covered contract with the Federal Government. Workers covered by this Executive Order and due the full Executive Order minimum wage include workers with disabilities whose wages are calculated pursuant to certificates issued under section 14(c) of the FLSA.

FRINGE BENEFITS

Neither the FLSA nor the PCA have provisions requiring vacation, holiday, or sick pay nor other fringe benefits such as health insurance or pension plans. SCA wage determinations may require such fringe benefit payments (or a cash equivalent). Workers paid under a certificate authorizing commensurate wage rates must receive the full fringe benefits listed on the SCA wage determination.

OVERTIME

Generally, if a worker is performing work subject to the FLSA, SCA, and/or PCA, that worker must be paid at least 1 1/2 times their regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR

Minors younger than 18 years of age must be employed in accordance with the child labor provisions of the FLSA. No persons under 16 years of age may be employed in manufacturing or on a PCA contract.

PETITION PROCESS

Workers with disabilities paid at subminimum wages may petition the Administrator of the Wage and Hour Division of the Department of Labor for a review of their wage rates by an Administrative Law Judge. No particular form of petition is required, except that it must be signed by the worker with a disability or his or her parent or guardian and should contain the name and address of the employer. Petitions should be mailed to: Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue NW, Washington, D.C. 20210.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

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



EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

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



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

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



EMPLOYEE RIGHTS ON GOVERNMENT CONTRACTS

THIS ESTABLISHMENT IS PERFORMING GOVERNMENT CONTRACT WORK SUBJECT TO:
(CHECK ONE)

- ☐ **SERVICE CONTRACT ACT (SCA)**
- ☐ **PUBLIC CONTRACTS ACT (PCA)**

MINIMUM WAGES	Your rate must be no less than the federal minimum wage established by the Fair Labor Standards Act (FLSA). A higher rate may be required for SCA contracts if a wage determination applies. Such wage determination will be posted as an attachment to this notice.
FRINGE BENEFITS	SCA wage determinations may require fringe benefit payments (or a cash equivalent). PCA contracts do not require fringe benefits.
OVERTIME PAY	You must be paid 1.5 times your basic rate of pay for all hours worked over 40 in a week. There are some exceptions.
CHILD LABOR	No person under 16 years of age may be employed on a PCA contract.
SAFETY & HEALTH	Work must be performed under conditions that are sanitary, and not hazardous or dangerous to employees' health and safety.
ENFORCEMENT	Specific DOL agencies are responsible for the administration of these laws. To file a complaint or obtain information, contact the Wage and Hour Division (WHD) by calling its toll-free help line at 1-866-4-USWAGE (1-866-487-9243), or visit www.dol.gov/whd Contact the Occupational Safety and Health Administration (OSHA) by calling 1-800-321-OSHA (1-800-321-6742), or visit www.osha.gov



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

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



PAY TRANSPARENCY

NONDISCRIMINATION PROVISION

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

If you believe that you have experienced discrimination contact OFCCP
1.800.397.6251 | TTY 1.877.889.5627 | www.dol.gov/ofccp



200 CONSTITUTION AVENUE NW | WASHINGTON, DC 20210 | tel: 1-800-397-6251 | TTY: 1-877-889-5627 | www.dol.gov/ofccp

TRANSPARENCIA EN EL PAGO

DISPOSICIÓN SOBRE NO DISCRIMINACIÓN

El contratista no podrá despedir ni de ninguna otra manera discriminar contra empleados o solicitantes porque han preguntado acerca de, discutido o revelado su propio salario o el salario de otro empleado o solicitante. Sin embargo, los empleados que tienen acceso a la información de compensación de otros empleados o solicitantes como parte de sus funciones de trabajo esenciales no pueden revelar el salario de otros empleados o solicitantes a las personas que de lo contrario no tienen acceso a la información de compensación, a menos que la revelación sea (a) en respuesta a una queja o acusación formal, (b) en cumplimiento de una investigación, procedimiento, audiencia o acción, incluyendo una investigación llevada a cabo por el empleador, o (c) consistente con la obligación legal del contratista para proporcionar la información. 41 CFR 60-1.35(c)

Si usted cree que ha experimentado discriminación contacte OFCCP
1.800.397.6251 | TTY 1.877.889.5627 | www.dol.gov/ofccp



200 CONSTITUTION AVENUE NW | WASHINGTON, DC 20210 | tel: 1-800-397-6251 | TTY: 1-877-889-5627 | www.dol.gov/ofccp



U.S. Department of Labor



Job Safety and Health IT'S THE LAW!

All workers have the right to:

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

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.





Departamento de Trabajo
de los EE. UU.



Seguridad y Salud en el Trabajo

¡ES LA LEY!

Todos los trabajadores tienen el derecho a:

- Un lugar de trabajo seguro.
- Decir algo a su empleador o la OSHA sobre preocupaciones de seguridad o salud, o reportar una lesión o enfermedad en el trabajo, sin sufrir represalias.
- Recibir información y entrenamiento sobre los peligros del trabajo, incluyendo sustancias tóxicas en su sitio de trabajo.
- Pedir una inspección confidencial de OSHA de su lugar de trabajo si usted cree que hay condiciones inseguras o insalubres. Usted tiene el derecho a que un representante se comuniquen con OSHA en su nombre.
- Participar (o su representante puede participar) en la inspección de OSHA y hablar en privado con el inspector.
- Presentar una queja con la OSHA dentro de 30 días (por teléfono, por internet, o por correo) si usted ha sufrido represalias por ejercer sus derechos.
- Ver cualquieras citaciones de la OSHA emitidas a su empleador.
- Pedir copias de sus registros médicos, pruebas que miden los peligros en el trabajo, y registros de lesiones y enfermedades relacionadas con el trabajo.

Este cartel está disponible de la OSHA para gratis.

Llame OSHA. Podemos ayudar.

Los empleadores deben:

- Proveer a los trabajadores un lugar de trabajo libre de peligros reconocidos. Es ilegal discriminar contra un empleado quien ha ejercido sus derechos bajo la ley, incluyendo hablando sobre preocupaciones de seguridad o salud a usted o con la OSHA, o por reportar una lesión o enfermedad relacionada con el trabajo.
- Cumplir con todas las normas aplicables de la OSHA.
- Notificar a la OSHA dentro de 8 horas de una fatalidad laboral o dentro de 24 horas de cualquier hospitalización, amputación, o pérdida de ojo relacionado con el trabajo.
- Proporcionar el entrenamiento requerido a todos los trabajadores en un idioma y vocabulario que pueden entender.
- Mostrar claramente este cartel en el lugar de trabajo.
- Mostrar las citaciones de la OSHA acerca del lugar de la violación alegada.

Servicios de consulta en el lugar de trabajo están disponibles para empleadores de tamaño pequeño y mediano sin citación o multa, a través de los programas de consulta apoyados por la OSHA en cada estado.





YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job 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 particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

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 comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment

because of this status.

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

HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at **<http://www.dol.gov/vets>**. An interactive online USERRA Advisor can be viewed at **<http://www.dol.gov/elaws/userra.htm>**.
- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

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



U.S. Department of Labor
1-866-487-2365



U.S. Department of Justice



Office of Special Counsel



1-800-336-4590

Publication Date — April 2017

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; | 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or |
| 2. has been advised by a health care provider to self-quarantine related to COVID-19; | 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
| 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; | |
| 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | |

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

\$7.25 PER HOUR

BEGINNING JULY 24, 2009

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

OVERTIME PAY

At least 1½ 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 various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

TIP CREDIT

Employers of “tipped employees” who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee’s tips combined with the employer’s cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

NURSING MOTHERS

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA’s overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child’s birth each time such employee has a need to express breast milk. Employers are also required to provide a place, 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 prosecution. 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 labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined 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.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as “independent contractors” when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA’s minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

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



WH1088 REV 07/16

DERECHOS DE LOS TRABAJADORES

BAJO LA LEY DE NORMAS JUSTAS DE TRABAJO (FLSA—siglas en inglés)

SALARIO MÍNIMO FEDERAL

\$7.25

POR HORA

A PARTIR DEL 24 DE JULIO DE 2009

La ley exige que los empleadores exhiban este cartel donde sea visible por los empleados.

PAGO POR SOBRETIEMPO

Por lo menos tiempo y medio (1½) de la tasa regular de pago por todas las horas trabajadas en exceso de 40 en una semana laboral.

TRABAJO DE MENORES DE EDAD

El empleado tiene que tener por lo menos 16 años para trabajar en la mayoría de los trabajos no agrícolas y por lo menos 18 años para trabajar en los trabajos no agrícolas declarados peligrosos por la Secretaría de Trabajo. Los menores de 14 y 15 años pueden trabajar fuera del horario escolar en varias ocupaciones que no sean de manufactura, de minería, y que no sean peligrosas con ciertas restricciones al horario de trabajo. Se aplican distintos reglamentos al empleo agrícola.

CRÉDITO POR PROPINAS

Los empleadores de “empleados que reciben propinas” que cumplan con ciertas condiciones, pueden reclamar un crédito de salario parcial basado en las propinas recibidas por sus empleados. Los empleadores les tienen que pagar a los empleados que reciben propinas un salario en efectivo de por lo menos \$2.13 por hora si ellos reclaman un crédito de propinas contra su obligación de pagar el salario mínimo. Si las propinas recibidas por el empleado combinadas con el salario en efectivo de por lo menos \$2.13 por hora del empleador no equivalen al salario mínimo por hora, el empleador tiene que compensar la diferencia.

MADRES LACTANTES

La FLSA exige que los empleadores le proporcionen un tiempo de descanso razonable a la empleada que sea madre lactante y que esté sujeta a los requisitos de sobretiempo de la FLSA, para que la empleada se extraiga leche manualmente para su niño lactante por un año después del nacimiento del niño, cada vez que dicha empleada tenga la necesidad de extraerse leche. A los empleadores también se les exige que proporcionen un lugar, que no sea un baño, protegido de la vista de los demás y libre de la intrusión de los compañeros de trabajo y del público, el cual pueda ser utilizado por la empleada para extraerse leche.

CUMPLIMIENTO

El Departamento tiene la autoridad de recuperar salarios retroactivos y una cantidad igual en daños y perjuicios en casos de incumplimientos con el salario mínimo, sobretiempo y otros incumplimientos. El Departamento puede litigar y/o recomendar un enjuiciamiento criminal. A los empleadores se les pueden imponer sanciones pecuniarias civiles por cada incumplimiento deliberado o repetido de las disposiciones de la ley del pago del salario mínimo o de sobretiempo. También se pueden imponer sanciones pecuniarias civiles por incumplimiento con las disposiciones de la FLSA sobre el trabajo de menores de edad. Además, se pueden imponer sanciones pecuniarias civiles incrementadas por cada incumplimiento con el trabajo de menores que resulte en la muerte o una lesión seria de un empleado menor de edad, y tales evaluaciones pueden duplicarse cuando se determina que los incumplimientos fueron deliberados o repetidos. La ley también prohíbe tomar represalias o despedir a los trabajadores que presenten una queja o que participen en cualquier proceso bajo la FLSA.

INFORMACIÓN ADICIONAL

- Ciertas ocupaciones y ciertos establecimientos están exentos de las disposiciones del salario mínimo, y/o de las disposiciones del pago de sobretiempo.
- Se aplican disposiciones especiales a trabajadores de Samoa Americana, del Estado Libre Asociado de las Islas Marianas del Norte y del Estado Libre Asociado de Puerto Rico.
- Algunas leyes estatales proporcionan protecciones más amplias a los trabajadores; los empleadores tienen que cumplir con ambas.
- Algunos empleadores clasifican incorrectamente a sus trabajadores como “contratistas independientes” cuando en realidad son empleados según la FLSA. Es importante conocer la diferencia entre los dos porque los empleados (a menos que estén exentos) tienen derecho a las protecciones del salario mínimo y del pago de sobretiempo bajo la FLSA y los contratistas correctamente clasificados como independientes no lo tienen.
- A ciertos estudiantes de tiempo completo, estudiantes alumnos, aprendices, y trabajadores con discapacidades se les puede pagar menos que el salario mínimo bajo certificados especiales expedidos por el Departamento de Trabajo.



DIVISIÓN DE HORAS Y SALARIOS
DEPARTAMENTO DE TRABAJO DE LOS EE.UU.

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



NOTICE

Connecticut General Statutes §§ 31-57r - 31-57w – Paid Sick Leave

Each employer with 50 or more employees based on the number of employees on its payroll for the week containing October 1, shall provide paid sick leave annually to each of its service workers in the state. The paid sick leave shall accrue beginning January 1, 2012, for current employees, or for a service worker hired after January 1, 2012, beginning on the service worker's date of employment.

Accrual

The accrual is at a rate of one hour of paid sick leave for each 40 hours worked by a service worker up to a maximum of 40 hours per year (the employer shall choose any 365-day period used to calculate employee benefits in order to administer paid sick leave).

- No service worker shall be entitled to use more than the maximum number of accrued hours.

Carry Over

Each service worker shall be entitled to carry over up to 40 unused accrued hours of paid sick leave from the current year period to the following year period

Use of Paid Sick Leave

A service worker shall be entitled to the use of accrued paid sick leave upon the completion of the service worker's 680th hour of employment

- from January 1, 2012, for current service workers, or
- if hired after January 1, 2012, upon the completion of the service worker's 680th hour of employment from the date of hire, unless the employer agrees to an earlier date.

A service worker shall not be entitled to the use of accrued paid sick leave if such service worker did not work an average of 10 or more hours a week for the employer in the most recent complete calendar quarter.

Pay

Each employer shall pay each service worker for paid sick leave at a pay rate equal to the greater of either

- the normal hourly wage for that service worker, or
- the minimum fair wage rate under section 31-58 of the general statutes in effect for the pay period during which the employee used paid sick leave.

Reasons for Use of Leave

A service worker may use paid sick leave for his or her own:

- illness, injury or health condition;
- the medical diagnosis, care or treatment of his or her mental illness or physical illness, injury or health condition;
- preventative medical care; or
- mental health wellness day

A service worker may use paid sick leave for a child's or spouse's:

- illness, injury or health condition; the medical diagnosis,
- care or treatment of a mental or physical illness, injury or health condition; or
- preventative medical care

A service worker may use paid sick leave if the service worker or the service worker's child or ward is a victim of family violence or sexual assault:

- for medical care or psychological or other counseling for physical or psychological injury or disability;

- to obtain services from a victim services organization;
- to relocate due to such family violence or sexual assault;
- to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

Notice

If leave is foreseeable, the employer may require advance notice.

If leave is unforeseeable, the employer may require notice as soon as practicable.

Reasonable Documentation

Documentation for paid sick leave of 3 or more consecutive work days may be required

- documentation signed by a health care provider who is treating the service worker or the service worker's child or spouse indicating the need for the number of days of such leave shall be considered reasonable documentation.
- a court record or documentation signed by a service worker or volunteer working for a victim services organization, an attorney, a police officer or other counselor involved with the service worker or service worker's child or ward shall be considered reasonable documentation for a victim of family violence or sexual assault.

Prohibition of Retaliation or Discrimination

No employer shall take retaliatory personnel action or discriminate against an employee because the employee:

- requests or uses paid sick leave either in accordance with the act; or
- in accordance with the employer's own paid sick leave policy, as the case may be; or
- files a complaint with the Labor Commissioner alleging the employer's violation of the act

Collective Bargaining

Nothing in the act shall diminish any rights provided to any employee or service worker under a collective bargaining agreement, or preempt or override the terms of any collective bargaining agreement effective prior to January 1, 2012.

Complaint Process

Any employee aggrieved by a violation of the provisions of the law may file a complaint with the Labor Commissioner. Upon receipt of any such complaint, said Commissioner may hold a hearing. After a hearing, the Commissioner may assess a civil penalty or award other relief.

This is not the complete Paid Sick Leave law. Please contact your Human Resources office for additional information.

Effective 10/1/23

Discrimination is Illegal

Connecticut law prohibits discrimination in

EMPLOYMENT

On the basis of

age
ancestry
color
genetic information
learning disability
marital status
past or present history of mental disability
intellectual disability
national origin
physical disability
race
religious creed
sex, including pregnancy, sexual harassment,
transgender status, gender identity or expression,
sexual orientation or civil union status
workplace hazards to reproductive systems
criminal record (in state employment and licensing)
Veteran status

In

recruiting
hiring
referring
classifying
promoting
advertising
discharging
training
laying off
compensating
terms and conditions

By

employers
employment agencies
labor organization

Connecticut law prohibits discrimination in

HOUSING & PUBLIC ACCOMMODATIONS

On the basis of

age
ancestry
breastfeeding in a place of
public accommodation
color
familial status (in housing)
lawful source of income
learning disability
marital status
mental disability
intellectual disability
national origin
physical disability
race
religious creed
sex, transgender status,, gender identity
or expression, sexual orientation or
civil union status
use of a guide dog/training a guide dog
Veteran status

In

services rendered the public
rentals and sales of public and private housing

Connecticut law prohibits discrimination in

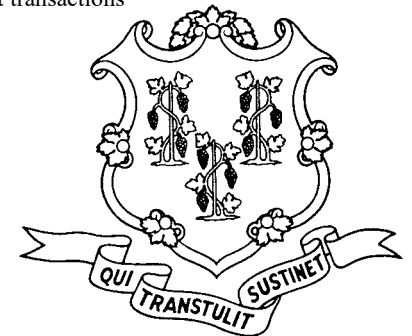
CREDIT TRANSACTIONS

On the basis of

age
ancestry
blindness
color
learning disability
marital status
intellectual disability
national origin
physical disability
race
religious creed
sex, transgender status, gender
identity or expression, sexual
orientation or civil union status
Veteran status

In

loans
mortgages
any credit transactions



If you believe you have experienced illegal discrimination, the CT Commission on Human Rights will investigate without cost to you. It is illegal for anyone to retaliate against you for filing a complaint.
For assistance contact:

Connecticut Commission on Human Rights & Opportunities

Southwest Region	350 Fairfield Avenue, Bridgeport, CT 06604
West Capitol Region	55 West Main Street, Suite 210, Waterbury, CT 06702
Capitol Region	450 Columbus Blvd Suite 2, Hartford, CT 06103
Eastern Region	100 Broadway, Norwich, CT 06360
Administrative Office	450 Columbus Blvd Suite 2, Hartford, CT 06103

Telephone

203-579-6246
203-805-6579
860-566-7710
860-886-5703
860-541-3400

TDD

203-579-6246
203-805-6579
860-566-7710
860-886-5707
860-541-3459

FAX

203-579-6950
203-805-6559
860-566-1997
860-886-2550
860-246-5419

website: www.state.ct.us/chro

This notice provides general information about Connecticut law and is not to be considered as equivalent of the complete text.

La Discriminación es Ilegal

La ley en Connecticut prohíbe la discriminación en **EMPLEO**

Basado en

edad
linaje
color
información genética
impedimento específico de aprender
estado civil
historial pasado o presente de incapacidad mental
incapacidad intelectual
origen nacional
incapacidad física
raza
creencia religiosa
sexo, incluyendo embarazo y hostigamiento sexual, estatus de transgender
identidad de género o expresión, orientación sexual
peligros al sistema reproductivo en el lugar de empleo
récord criminal (en empleos y licencias por el estado)

En

reclutar
emplear
referir
clasificar
ascender
publicar
anuncios
despedir del empleo
deponer de un empleo
compensación
términos y condiciones

Por

patrón
agencias de empleo
gremio obrero

La ley en Connecticut prohíbe la discriminación en **VIVIENDA & LUGARES PUBLICOS**

Basado en

edad
linaje
lactar en un lugar de acomodación pública
color
condición familiar
fuente legal de ingresos
impedimento específico de aprender
estado civil
enfermedad mental
incapacidad intelectual
origen nacional
incapacidad física
raza
creencia religiosa
sexo, estatus de transgender, identidad de género o expresión
orientación sexual
uso y adiestramiento de perros guías

En

servicios prestados al público
rentas o ventas de casas públicas o privadas

La ley en Connecticut prohíbe la discriminación en **TRANSACCIONES DE CREDITO**

Basado en

edad
linaje
ceguera
color
impedimento específico de aprender
estado civil
incapacidad intelectual
origen nacional
incapacidad física
raza
creencia religiosa
sexo, estatus de transgender, identidad de género
o expresión, orientación sexual,
estado de la unión civil

En

préstamos
hipotecas
transacciones de crédito

Si usted cree que ha sido víctima de discriminación ilegal, la Comisión de Derechos Humanos y Oportunidades en Connecticut investiga su caso sin costo a usted. Es ilegal que alguien tome represalias en su contra por someter una queja.

Para asistencia llame:
Comisión de Derechos Humanos y Oportunidades en Connecticut

Southwest Region	350 Fairfield Avenue, Bridgeport, CT 06604	203/ 579-6246
West Central Region	55 West Main Street, Suite 210, Waterbury, CT 06702-2004	203/ 805-6530
Capitol Region	450 Columbus Blvd Suite 2, Hartford CT 06103	860/ 566-7710
Eastern Region	100 Broadway, Norwich, CT 06360	860/ 886-5703
Administrative Office	450 Columbus Blvd Suite 2, Hartford CT 06103	860/ 541-3400

Teléfono

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FAX

203/579-6246	203-579-6950
203/805-6579	203/805-6559
860/566-7710	860/566-1997
860/886-5707	860/886-2550
860/541-3459	860/246-5419

website: www.state.ct.us/chro

Este aviso provee información general acerca de la ley en Connecticut y no es para ser considerado equivalente al texto completo. Revisado 1 de octubre de 2011.



These Administrative Regulations must be posted and maintained wherever workers covered by this Act are employed.

CONNECTICUT DEPARTMENT OF LABOR

WAGE AND WORKPLACE STANDARDS DIVISION

Sec. 31-60-1. Piece rates in relation to time rates or incentive pay plans, including commissions and bonuses.

(a) Definitions. For the purpose of this regulation, "piece rates" means an established rate per unit of work performed without regard to time required for such accomplishment. "Commissions" means any premium or incentive compensation for business transacted whether based on per centum of total valuation or specific rate per unit of accomplishment. "Incentive plan" means any method of compensation, including, without limitation thereto, commissions, piece rate, bonuses, etc., based upon the amount of results produced, where the payment is in accordance with a fixed plan by which the employee becomes entitled to the compensation upon fulfillment of the conditions established as part of the working agreement, but shall be subject to the limitation hereinafter set forth.

(b) Record of wages. Each employer shall maintain records of wages paid to each employee who is compensated for his services in accordance with an incentive plan in such form as to enable such compensation to be translated readily into terms of average hourly rate on a weekly basis for each work week or part thereof of employment.

(c) Piece rates in relation to time rates: (1) When an employee is compensated solely at piece rates he shall be paid a sufficient amount at piece rates to yield an average rate of at least the minimum wage for each hour worked in any week, and the wage paid to such employee shall be not less than the minimum wage for each hour worked.

(2) When an employee is compensated at piece rates for certain hours of work in a week and at an hourly rate for other hours, the employee's hourly rate shall be at least the minimum wage and his earnings from piece rates shall average at least the minimum wage for each hour worked on piece rate for that work week, and the wage paid to such employee shall not be less than the minimum wage for each hour worked.

(3) When an employee is employed at a combination of hourly rate and piece rate for the same hours of work (i.e., an incentive pay plan superimposed upon an hourly rate or a piece rate coupled with a minimum hourly guarantee), the employee shall receive an average rate of at least the minimum wage an hour for each hour worked in any week and the wage paid to such employee shall be not less than the minimum wage for each hour worked.

(d) Commission. (1) When an employee is compensated solely on a commission basis, he shall be paid weekly an average of at least the minimum wage per hour for each hour worked.

(2) When an employee is paid in accordance with a plan providing for a base rate plus commission, the wage paid weekly to the employee from these combined sources shall equal at least an average of the minimum wage an hour for each hour worked in any work week. All commissions shall be settled at least once in each month in full. When earnings are derived in whole or in part on the basis of an incentive plan other than these defined herein, the employee shall receive weekly at least the minimum wage per hour for each hour worked in the work week, and the balance earned shall be settled at least once monthly.

Sec. 31-60-2. Gratuities as part of the minimum fair wage.

For the purposes of this regulation, "gratuity" means a voluntary monetary contribution received by the employee from a guest, patron or customer for service rendered.

(a) Unless otherwise prohibited by statutory provision or by a wage order, gratuities may be recognized as constituting a part of the minimum fair wage when all of the following provisions are complied with:

(1) The employee shall be engaged in an employment in which gratuities have customarily and usually constituted and have been recognized as part of his remuneration for hiring purposes and

(2) The amount received in gratuities claimed as credit for part of the minimum fair wage shall be recorded on a weekly basis as a separate item in the wage record, even though payment is made more frequently, and

(3) Each employer claiming credit for gratuities as part of the minimum fair wage paid to any employee shall provide substantial evidence that the amount claimed, which shall not exceed the allowance hereinafter provided, was received by the employee. For example, a statement signed by the employee attesting that wages received, including gratuities not to exceed the amount specified herein, together with other authorized allowances, represents a payment of not less than the minimum wage per hour for each hour worked during the pay period, will be accepted by the commissioner as "substantial evidence" for purposes of this section, provided all other requirements of this and other applicable regulations shall be complied with.

Public Act 19-4, An Act Increasing the Minimum Fair Wage.

Sec. 31-60(b) The Labor Commissioner shall adopt such regulations, in accordance with the provisions of chapter 54, as may be appropriate to carry out the purposes of this part. Such regulations may include, but are not limited to, regulations defining and governing an executive, administrative or professional employee and outside salesperson; learners and apprentices, their number, proportion and length of service; and piece rates in relation to time rates; and shall recognize, as part of the minimum fair wage, gratuities in an amount (1) equal to twenty-nine and three-tenths per cent, and effective January 1, 2009, equal to thirty-one per cent of the minimum fair wage per hour, and effective January 1, 2014, equal to thirty-four and six-tenths per cent of the minimum fair wage per hour, and effective January 1, 2015, and ending on June 30, 2019, equal to thirty-six and eight-tenths per cent of the minimum fair wage per hour for

persons, other than bartenders, who are employed in the hotel and restaurant industry, including a hotel restaurant, who customarily and regularly receive gratuities, (2) equal to eight and two-tenths per cent, and effective January 1, 2009, equal to eleven per cent of the minimum fair wage per hour, and effective January 1, 2014, equal to fifteen and six-tenths per cent of the minimum fair wage per hour, and effective January 1, 2015, and ending on June 30, 2019, equal to eighteen and one-half per cent of the minimum fair wage per hour for persons employed as bartenders who customarily and regularly receive gratuities, and (3) not to exceed thirty-five cents per hour in any other industry, and shall also recognize deductions and allowances for the value of board, in the amount of eighty-five cents for a full meal and forty-five cents for a light meal, lodging, apparel or other items or services supplied by the employer; and other special conditions or circumstances which may be useful in a particular employer-employee relationship. The commissioner may provide, in such regulations, modifications of the minimum fair wage herein established for learners and apprentices; persons under the age of eighteen years; and for such special cases or classes of cases as the commissioner finds appropriate to prevent curtailment of employment opportunities, avoid undue hardship and safeguard the minimum fair wage herein established. Regulations in effect on July 1, 1973, providing for a board deduction and allowance in an amount differing from that provided in this section shall be construed to be amended consistent with this section.

Sec. 31-60-3. Deductions and allowances for reasonable value of board and lodging was repealed.

Sec. 31-60-4. Physically or mentally handicapped employees.

[This regulation defines a "physically or mentally handicapped person" as a person whose earning capacity is impaired by age or physical or mental deficiency or injury and provides guidelines for a modification of the minimum wage.]

Sec. 31-60-6. Minors under the age of 18.

(a) For the purposes of this regulation, "minor" means a person at least 16 years of age but not over 18 years of age. To prevent curtailment of employment opportunities for minors, and to provide a reasonable period during which training for adjustment to employment conditions may be accomplished, a minor may be employed at a modification of the minimum fair wage established by subsection (j) of section 31-58 of the general statutes, but at not less than 85% of the minimum wage, for the first 200 hours of employment. When a minor has had an aggregate of two hundred hours of employment, he may not be employed by the same or any other employer at less than the minimum fair wage.*

*This subsection is amended by **P.A. 19-4, An Act Increasing the Minimum Fair Wage. CGS Sec. 31-58(j)(5).** The rates for all persons under the age of eighteen years, except emancipated minors, shall be not less than eighty-five per cent of the minimum fair wage for the first ninety days of such employment, or ten dollars and ten cents per hour, whichever is greater, and shall be equal to the minimum fair wage thereafter, except in institutional training programs specifically exempted by the commissioner.

(b) In addition to the records required by section 31-66 of the 1969 supplement to the general statutes, each employer shall obtain from each minor to be employed at a modification of the minimum fair wage rate as herein provided, a statement of his employment prior to his date of accession with his present employer. Such statement of prior employment, supplemented by the present employer's record of hours worked by the minor while in his employ, will be deemed satisfactory evidence of good faith on the part of the employer with respect to his adherence to the provisions of this regulation, provided such record shall be in complete compliance with the requirements of section 31-66 of the general statutes and section 31-60-12.

(c) Deviation from the provisions of this regulation will cancel the modification of the minimum fair wage herein provided for all hours during which the violation prevailed and for such time the minimum wage shall be paid.

Sec. 31-60-7. Learners.

[This regulation contains the requirements to apply to the Labor Commissioner for a subminimum rate in an occupation which is not apprenticesable.]

Sec. 31-60-8. Apprentices.

[Under this regulation, apprentices duly registered by the Connecticut State Apprenticeship Council of the Labor Department may not be employed at less than the minimum wage unless permission has been received from the Labor Commissioner through an application process.]

Sec. 31-60-9. Apparel.

For the purpose of this regulation, "apparel" means uniforms or other clothing supplied by the employer for use in the course of employment but does not include articles of clothing purchased by the employee or clothing usually required for health, comfort or convenience of the employee. An allowance (deduction) not to exceed \$1.50 per week or the actual cost, whichever is lower, may be permitted to apply as part of the minimum fair wage for the maintenance of wearing apparel or for the laundering and cleaning of such apparel when the service has been performed. When protective garments such as gloves, boots or aprons are necessary to safeguard the worker or prevent injury to an employee or are required in the interest of sanitation, such garments shall be provided and paid for and maintained by the employer without charge upon the employee.

Sec. 31-60-10. Travel time.

(a) For the purpose of this regulation, "travel time" means that time during which a worker is required or permitted to travel for purposes incidental to "a performance of his employment but does not include time spent traveling from home to his usual place of

employment or return to home, except as hereinafter provided in this regulation.

(b) When an employee, in the course of his employment, is required or permitted to travel for purposes which inure to the benefit of the employer, such travel time shall be considered to be working time and shall be paid for as such. Expenses directly incidental to and resulting from such travel shall be paid for by the employer when payment made by the employee would bring the employee's earnings below the minimum fair wage.

(c) When an employee is required to report to other than his usual place of employment at the beginning of his work day, if such an assignment involves travel time on the part of the employee in excess of that ordinarily required to travel from his home to his usual place of employment, such additional travel time shall be considered to be working time and shall be paid for as such.

(d) When at the end of a work day a work assignment at other than his usual place of employment involves, on the part of the employee, travel time in excess of that ordinarily required to travel from his usual place of employment to his home, such additional travel time shall be considered to be working time and shall be paid for as such.

Sec. 31-60-11. Hours worked.

(a) For the purpose of this regulation, "hours worked" include all time during which an employee is required by the employer to be on the employer's premises or to be on duty, or to be at the prescribed work place, and all time during which an employee is employed or permitted to work, whether or not required to do so, provided time allowed for meals shall be excluded unless the employee is required or permitted to work. Such time includes, but shall not be limited to, the time when an employee is required to wait on the premises while no work is provided by the employer. Working time in every instance shall be computed to the nearest unit of 15 minutes.

(b) All time during which an employee is required to be on call for emergency service at a location designated by the employer shall be considered to be working time and shall be paid for as such, whether or not the employee is actually called upon to work.

(c) When an employee is subject to call for emergency service but is not required to be at a location designated by the employer but is simply required to keep the employer informed as to the location at which he may be contacted, or when an employee is not specifically required by his employer to be subject to call but is contacted by his employer or on the employer's authorization directly or indirectly and assigned to duty, working time shall begin when the employee is notified of his assignment and shall end when the employee has completed his assignment.

Sec. 31-60-12. Records.

(a) For the purpose of this regulation, "true and accurate records" means accurate legible records for each employee showing:

- (1) His name;
- (2) his home address;
- (3) the occupation in which he is employed;
- (4) the total daily and total weekly hours worked, showing the beginning and ending time of each work period, computed to the nearest unit of 15 minutes;
- (5) his total hourly, daily or weekly basic wage;
- (6) his overtime wage as a separate item from his basic wage;
- (7) additions to or deductions from his wages each pay period;
- (8) his total wages paid each pay period;
- (9) such other records as are stipulated in accordance with sections 31-60-1 through 31-60-16;
- (10) working certificates for minor employees (sixteen to eighteen years). True and accurate records shall be maintained and retained at the place of employment for a period of 3 years for each employee.

(b) The labor commissioner may authorize the maintenance of wage records and the retention of both wage and hour records as outlined either in whole or in part at a place other than the place of employment when it is demonstrated that the retention of such records at the place of employment either

- (1) works an undue hardship on the employer without materially benefiting the inspection procedures of the labor department, or
- (2) is not practical for enforcement purposes. Where permission is granted to maintain wage records at other than the place of employment, a record of total daily and weekly hours worked by each employee shall also be available for inspection in connection with such wage records.

(c) In the case of an employee who spends 75% or more of his working time away from his employer's place of business and the maintaining of time records showing the beginning and ending time of each work period for such employee either imposes an undue hardship upon the employer or exposes him to jeopardy because of his inability to control the accuracy of such entries, a record of total daily and total weekly hours will be approved as fulfilling the record keeping requirements of this section. However, in such cases, the original time entries shall be made by the employee in his own behalf and the time entries made by the employee shall be used as the basis for payroll records.

(d) The employer shall maintain and retain for a period of 3 years the following information and data on each individual employed in a bona fide executive, administrative or professional capacity.

- (1) His name;
- (2) his home address;
- (3) the occupation in which he is employed;
- (4) his total wages paid each work period;
- (5) the date of payment and the pay period covered by payment.

Sec. 31-60-14. Employee in a bona fide Executive capacity.

(a) For the purposes of section 31-58 (f) of the general statutes, as amended, "employee employed in a bona fide executive capacity" means any employee (1) whose primary duty consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof; and (2) who customarily and regularly directs the work of two or more other employees therein; and (3) who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight; and (4) who customarily and regularly exercise discretionary powers; and (5) who does not devote more than twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours of work in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (4), inclusive, of this section; provided this subdivision shall not apply in the case of an employee who owns at least twenty percent interest in the enterprise in which he is employed; and (6) who is compensated for his services on a salary basis at a rate of not less than **four hundred dollars per week** exclusive of board, lodging, or other facilities, except that this subdivision shall not apply in the case of an employee in training for a bona fide executive position as defined in this section if (A) the training period does not exceed six months; and (B) the employee is compensated for his services on a salary basis at a rate not less than three hundred seventy-five dollars per week exclusive of board, lodging, or other facilities during the training period; (C) a tentative outline of the training program has been approved by the labor commissioner; and (D) the employer shall pay tuition costs, and fees, if any, for such instruction and reimburse the employee for travel expenses to and from each destination other than local, where such instruction or training is provided. Any trainee program so approved may be terminated at any time by the labor commissioner upon proper notice, if he finds that the intent of the program as approved has not been carried out. An employee who is compensated on a salary basis at a rate of not less than **four hundred seventy-five dollars per week**, exclusive of board, lodging, or other facilities, and whose primary duty consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof, and includes the customary and regular direction of the work of two or more other employees therein, shall be deemed to meet all of the requirements of this section.

(b) "Salary basis" means a predetermined amount paid for each pay period on a weekly or less frequent basis, regardless of the number of days or hours worked, which amount is not subject to reduction because of variations in the quality or quantity of the work performed, and which amount has been the subject of an employer advisement as required by section 31-71f of the Connecticut General Statutes.

(1) Although the employee need not be paid for any workweek in which he performed no work, deductions may only be made in the following five (5) instances:

(A) During the initial and terminal weeks of employment, an employer may pay a proportionate part of an employee's salary for the time actually worked;

(B) Deductions may be made for one or more full days if the employee is absent for personal reasons other than sickness or accident;

(C) Deductions may be made for one or more full days of sickness or disability provided the deduction is made pursuant to a bona fide plan, policy or practice of making deductions from an employee's salary after sickness or disability leave has been exhausted which has been disclosed to the employee in accordance with section 31-71f of the Connecticut General Statutes;

(D) Deductions may be made for absences of less than one full day taken pursuant to the federal family medical leave act, 29 USC 2601 et seq., or the Connecticut family and medical leave act, section 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51qq-17 of the regulations of Connecticut state agencies; or

(E) Deductions may be made for one or more full days if the employee is absent as a result of a disciplinary suspension for violating a safety rule of major significance. Safety rules of major significance include only those relating to the prevention of serious danger to the employer's premises, or to other employees.

(2)(A) No deduction of any kind shall be made for any part of a workweek absence that is attributable to: (i) lack of work occasioned by the operating requirements of the employer, (ii) jury duty, or attendance at a judicial proceeding in the capacity of a witness; or (iii) temporary military leave.

(B) An employer is permitted to offset payments an employee receives for any of the services described in this subdivision against the employee's regular salary during the week of such absence.

(3) No deduction shall be made for an absence of less than one full day from work unless:

(A) The absence is taken pursuant to the federal family and medical leave act, 29 USC 2601 et seq., or the Connecticut family and medical leave act, section 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51qq-17 of the regulations of Connecticut state agencies; or

(B) The absence is taken pursuant to a bona fide paid time off benefits plan that specifically authorizes the substitution or reduction from accrued benefits for the time that an employee is absent from work, provided the employee receives payment in an amount equal to his guaranteed salary.

(B) The absence is taken pursuant to a bona fide paid time off benefits plan that specifically authorizes the substitution or reduction from accrued benefits for the time that an employee is absent from work, provided the employee receives payment in an amount equal to his guaranteed salary.

(4) No deduction of any kind shall be made for an absence of less than one week which results from a disciplinary suspension for violating ordinary rules of employee conduct.

Sec. 31-60-15. Employee in bona fide Administrative Capacity.

(a) For the purposes of said section 31-58 (f), "employee employed in a bona fide administrative capacity" means any employee (1) whose primary duty consists of either: (A) the performance of office or nonmanual work directly related to management policies or general business operations of his employer or his employer's customers, or (B) the performance of functions in the administration of a school system or educational establishment or institution, or of a department or subdivision thereof, in work directly related to the academic instruction or training carried on therein; and (2) who customarily and regularly exercises discretion and independent judgement; and (3) (A) who regularly and directly assists a proprietor, or an employee employed in a bona fide executive or administrative capacity, as such terms are defined in section 31-60-14 and 31-60-15, or (B) who performs under only general supervision work along specialized or technical lines requiring special training, experience or knowledge, or (C) who executes under only general supervision special assignments and tasks; and (4) who does not devote more than twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours worked in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (3), inclusive, of this section; and (5)(A) who is compensated for his services on a salary or fee basis at a rate of not less than **four hundred dollars per week** exclusive of board, lodging, or other facilities, and whose primary duty consists of the performance of work described in subdivision (1) of this section, which includes work requiring the exercise of discretion and independent judgement, shall be deemed to meet all of the requirements of this section.

(b) "Salary basis" [refer to Section 31-60-14.]

(c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth in subsection (a) of this section.

Sec. 31-60-16. Employee in bona fide Professional Capacity.

(a) For the purposes of said section 31-58 (f) "employee employed in a bona fide professional capacity" means any employee (1) whose primary duty consists of the performance of: (A) work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study, as distinguished from a general academic education and from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes, or (B) work that is original and creative in character in a recognized field of artistic endeavor, as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training, and the result of which depends primarily on the invention, imagination or talent of the employee or (C) teaching, tutoring, instructing or lecturing in the activity of imparting knowledge while employed and engaged in this activity as a teacher certified or recognized as such in the school system or educational establishment or institution by which he is employed; and (2) whose work requires the consistent exercise of discretion and judgement in its performance; and (3) whose work is predominantly intellectual and varied in character, as opposed to routine mental, manual, mechanical or physical work, and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; and (4) who does not devote more than twenty percent of his hours worked in the workweek to activities which are not an essential part of and necessarily incident to the work described in subdivision (1) to (3), inclusive, of this section; and (5) who is compensated for his services on a salary or fee basis at a rate of not less than **four hundred dollars per week** exclusive of board, lodging, or other facilities; provided this subdivision shall not apply in the case of an employee who is the holder of a valid license or certificate permitting the practice of law or medicine or any of their branches and who is actually engaged in the practice thereof, or in the case of an employee who is the holder of the requisite academic degree for the general practice of medicine and is engaged in an internship or resident program pursuant to the practice of medicine or any of its branches, or in the case of an employee employed and engaged as a teacher as provided in subdivision (1) (C) of this section, and provided an employee who is compensated on a salary or fee basis at a rate of not less than **four hundred seventy-five dollars per week** exclusive of board, lodging or other facilities, and whose primary duty consists of the performance either of work described in subdivision (1) (A) or (C) of this section which includes work requiring the consistent exercise of discretion and judgement, or of work requiring invention, imagination or talent in a recognized field of artistic endeavor, shall be deemed to meet all of the requirements of this section.

(b) "Salary basis" [refer to Section 31-60-14.]

(c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth in subsection (a) of this section.

Minimum Wage:

\$15.69 per hour effective 7-1-24
\$16.35 per hour effective 6-1-25
(P.A. 19-4)

OVERTIME - ONE AND ONE-HALF TIMES THE EMPLOYEES REGULAR RATE OF PAY AFTER 40 HOURS PER WEEK. FOR EXCEPTIONS - SEE SECTION 31-76i OF THE CONNECTICUT GENERAL STATUTES.

MINORS UNDER 18 YEARS OF AGE EMPLOYED BY THE STATE OR POLITICAL SUBDIVISION THEREOF MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE.

MINORS UNDER 18 YEARS OF AGE EMPLOYED IN AGRICULTURE MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE. MINORS EMPLOYED BY AGRICULTURAL EMPLOYERS WHO DID NOT, DURING THE PRECEDING CALENDAR YEAR, EMPLOY EIGHT OR MORE WORKERS AT THE SAME TIME SHALL BE PAID A MINIMUM WAGE OF NOT LESS THAN 70% OF THE MINIMUM WAGE AS DEFINED IN SECTION 31-58. MINORS IN OTHER EMPLOYMENT - SEE SECTION 31-60-6.

Thomas Wydra, Director
Wage and Workplace Standards Division



DEPARTAMENTO DEL TRABAJO DE CONNECTICUT

DIVISION DE COMPENSACION Y ESTANDARES DEL PUESTO DE TRABAJO

Sec. 31-60-1. Tasas por labor en relación a tasas de tiempo o pagos de planes de incentivo, incluyendo comisiones y bonos.

a)Definciones. Para el propósito de esta regulación, “Tasas por labor” significa una tasa establecida por unidad de trabajo completado sin tomar en cuenta el tiempo requerido para hacerlo. “Comisiones” significa cualquier pago o incentivo compensatorio por negocio tramitado ya sea basado en un por ciento del valor total o en una tasa o meta establecida por unidad de logro o cumplimiento. “Plan de Incentivo” significa cualquier método de compensación, incluyendo sin ninguna limitación, comisiones, tasas por labor, bonos, etcétera, basado en cantidad de resultados obtenidos donde el pago se hace de acuerdo a los términos de un plan fijo, donde el empleado califica a recibir pagos una vez que cumpla las condiciones establecidas de acuerdo a un acuerdo de trabajo, pero sujeta a las limitaciones en este documento establecidas.

(b) Registro de Compensación. Cada empleador debe mantener registros de la compensación que le ha pagado a cada uno de sus empleados que sea compensado por sus servicios de acuerdo a un plan de compensación, de una forma que permita que dicha compensación pueda ser traducida en términos de promedio de pago por una hora laborada cada semana o alguna parte de ella que el empleado haya trabajado.

(c) Tasa por labor en relación a la tasa por tiempo laborado:

(1) Cuando un empleado es solamente compensado basándose en una tasa por labor, este debe recibir pagos que al calcular el pago de hora promedio, este promedio sea por lo menos igual a los pagos mínimos por cada hora trabajada in cualquier semana, y la compensación hecha a dicho empleado no debe ser menos de la compensación mínima establecida por cada hora laborada.

(2) Cuando a un empleado se le compensa basándose en una combinación de tasa por labor por una cantidad de horas trabajadas en una semana y otras horas basándose en una tasa de pago por hora en otras, la tasa de pago por hora corresponde como mínimo a la tasa de pago mínimo establecido, y la compensación por horas trabajadas esa semana que se calculan basándose en la tasa por labor, debe corresponder como promedio a la tasa de pago mínimo por cada hora laborada dicha semana, y la compensación hecha a dicho empleado no debe ser menos de lo que se establezca como pagos mínimos por hora trabajada.

(3) Cuando un trabajador es empleado basándose en una combinación de pago por hora y tasa por labor por las mismas horas laboradas (ejemplo, un plan de incentivo de pago que se establece sobre una compensación por hora o en una tasa por labor en conexión con un mínimo pago por hora garantizado), el empleado debe recibir la tasa promedio que corresponda como mínimo a la tasa de pago mínimo por hora por cada hora trabajada en cualquier semana y la compensación recibida por dicho empleado debe ser no menos de la tasa de pago mínimo por cada hora trabajada.

(d) Comisiones

(1) Cuando la compensación de un empleado es solo basado en comisiones, este debe recibir pagos semanalmente en un promedio que corresponda al menos a la tasa de pagos mínimos por hora establecida para cada hora que este trabajó.

(2) Cuando el empleado es compensado de acuerdo con un plan que establece un pago mínimo más pagos de comisiones, los pagos semanales que el empleado recibe por la combinación de ambos (por hora y comisión) como mínimo debe ser igual al promedio del pago mínimo por hora para cada hora que éste trabajó en cualquier semana. Todas las comisiones deben ser liquidadas en su totalidad por lo menos una vez por mes. Cuando ganancias se derivan en su totalidad o en parte basándose en un plan de incentivo diferente al que aquí se describe, como mínimo, el empleado debe recibir cada semana el pago mínimo por hora trabajada en una semana, y el balance que haya ganada debe ser liquidado por lo menos una vez cada mes.

Sec. 31-60-3 Deducciones y concesiones de valor razonables por manutención y hospedaje

Fue revocado

Sec. 31-60-9. Uniformes

Con el propósito de esta sección “uniformes” significan los uniformes u otras ropas suministradas por el empleador para que el empleado las use durante el tiempo en que trabaja para el empleador pero que no incluye los artículos que compre el empleado o aquellos artículos de vestuario requeridos por salubridad, comodidad o conveniencia del empleado. Una concesión (deducción) que no exceda \$1.50 por semana o el costo actual, cualesquiera sea el menor, puede ser aplicado como parte del pago del mínimo salario justo para el mantenimiento de los uniformes o para el lavado y limpieza de dichos artículos o uniformes cuando los servicios han sido prestados. Cuando artículos de protección, tales como guantes, botas o delantales son necesarios para salvaguardar al trabajador o para prevenir daños al empleado o son requeridos con el interés de la salubridad, dichas prendas de vestir deben ser proveídos, pagados y mantenidos por el empleador sin imponer cargos a los empleados.

Sec. 31-60-10. Tiempo de viaje

(a) Con el propósito de esta sección “tiempo de viaje” significa el tiempo durante el cual un trabajador esta requerido o permitido a viajar con los propósitos de ir a realizar sus labores de su oficio o trabajo pero no incluye el tiempo de viaje desde su casa a su lugar habitual de trabajo o centro de trabajo o el retorno a su casa, con excepción a las circunstancias descritas en esta regulación.

(b) Cuando un empleado, en el curso de su empleo, es requerido o permitido a viajar con propósitos que beneficia al empleador, dicho tiempo de viaje debe ser considerado como tiempo laborado y debe ser pagado como tal. Gastos incidentales directamente relacionada con o como resultantes de dichos viajes deben ser pagados por el empleador cuando los pagos que hizo el empleado le llevaría su compensación por debajo de la compensación mínima justa.

(c) Cuando un empleado es requerido a que se reporte al inicio de su nueva jornada de trabajo en otro lugar que no sea su centro habitual de trabajo, si dicha tarea requiere que el empleado incurra un tiempo de viaje en exceso del que a este le toma habitualmente para ir de su casa al centro de trabajo, dicho tiempo adicional debe ser considerado tiempo de trabajo normal y se le debe pagar como tal.

(d) Cuando al término del día de trabajo en un lugar, otro que el lugar de trabajo habitual, requiere que el empleado incurra tiempo de viaje en exceso del que normalmente le toma al empleado para ir de su centro de trabajo habitual a su casa, dicho tiempo de viaje adicional debe ser considerado como tiempo trabajado y debe ser pagado como tal.

Sec. 31-60-11. Horas Trabajadas

(a) Con el propósito de esta sección “Horas Trabajadas” incluye todo el tiempo durante el cual un empleado es requerido por el empleador a que permanezca en el local de trabajo del empleador, o que esté disponible, o que esté en un lugar de trabajo establecido, y cualquier bloque de tiempo durante el cual el trabajador esta empleado o permitido a que trabaje, aunque no sea mandatario que así haga. El tiempo que se le da para que coma debe ser excluido a no ser que el empleado sea requerido o permitido a que trabaje. Dicho tiempo incluye, pero no se limita al, tiempo en que el empleado es requerido a esperar en esa localidad hasta que trabajo sea asignado por el empleador. Tiempo de trabajo en todas las instancias debe ser redondeado a la próxima unidad de 15 minutos.

(b) Todo el tiempo en que el empleado es requerido a estar disponible para servir en llamadas de emergencias en un lugar designado por el empleador debe ser considerado tiempo trabajado y debe ser pagado como tal, aunque el empleado no sea actualmente llamado para trabajar.

(c) Cuando un empleado esté requerido a estar disponible para responder llamadas de servicios de emergencia pero no esté requerido a permanecer en un lugar designado por el empleador pero que simplemente requiere que el empleado le comunique al empleador el lugar donde puede ser localizado, o cuando un empleado no esté específicamente requerido por el empleador a estar disponible para responder llamadas de trabajo, pero aún así es llamado por el empleador o bajo autorización directa o indirecta del empleador y asignado a una tarea, el tiempo de trabajo debe comenzar cuando el empleado haya sido notificado de su tarea y debe terminar cuando el empleado termine la tarea asignada.

Sec. 31-60-12. Archivos

(a) Para el propósito de esta regulación “archivos veraces y exactos” significa exactos y legibles archivos para cada empleado mostrando:

- (1) Su nombre;
- (2) Dirección domiciliaria;
- (3) Ocupación de empleo;
- (4) Total de horas trabajadas diaria y semanalmente, mostrando el tiempo de inicio y término de cada jornada laboral, calculada a la más próxima unidad de 15 minutos;
- (5) Total de compensación básica por hora, diaria y semanal;
- (6) Compensación por tiempo trabajado en exceso de las horas de trabajo normal (overtime) por separado de la compensación básica;
- (7) Concesiones o deducciones a la compensación del empleado en cada período de pago;
- (8) Total de compensación hecha en cada período de pago;
- (9) Otros documentos como se estipula de acuerdo a las secciones 31-60-1 hasta la 31-60-16;
- (10) Certificados de trabajo para empleados menores de edad (de 16 a 18 años de edad). Archivos veraces y exactos deben ser mantenidos y guardados en el lugar de empleo por un período de tres años para cada empleado.

(b) El comisionado laboral podrá autorizar el mantenimiento de archivos de compensación y el almacenamiento de ambos documentos de compensación y registro de asistencia y horas laboradas en su totalidad o en parte en otro lugar que no sea el lugar de trabajo del empleado, siempre que sea demostrado que el almacenamiento de dichos archivos en el lugar de trabajo:

- (1) Impone innecesarias dificultades al empleador sin que materialmente beneficien el proceso de inspección del departamento del trabajo, o
- (2) No es práctico para los propósitos de cumplimiento de los requisitos. Cuando el permiso para mantener archivos de compensación en otro lugar que no sea el lugar de empleo sea otorgado, documentos mostrando el total de horas trabajadas, diaria y semanalmente por cada uno de los empleados debe estar disponible para la inspección en conexión con dichos archivos de compensación.

(c) En caso de un empleado que pasa 75%, o más tiempo de trabajo, fuera del lugar de negocio del empleador y el mantenimiento de la hoja de trabajo enseñando el principio y fin de cada jornada de trabajo para dicho personal impone innecesarias dificultades al empleador o le impone riesgos por la dificultad para controlar la exactitud de dicha información, archivos de las horas trabajadas diaria y semanalmente serán suficientes para cumplir con los requerimientos del mantenimiento de archivos que impone esta sección. Aún así, en dicho caso, el registro original de las horas trabajadas debe ser hecho por el empleado en su propio nombre y las entradas hechas en dicho registro por el empleado deben ser usadas como base para la creación de nóminas de pago.

(d) El empleador debe mantener y retener por un período de 3 años la siguiente información y datos de cada uno de los de sus empleados individualmente de buena fe en su capacidad ejecutiva, administrativa o profesional.

- (1) Su nombre;
- (2) Su dirección domiciliaria;
- (3) Su ocupación de empleo;
- (4) Su compensación pagada en cada período laboral;
- (5) La fecha de pago y el período de pago cubierto en cada pago.

PAGOS MINIMOS:

\$8.70 por hora a partir del 1 de enero de 2014
\$9.15 por hora a partir del 1 de enero de 2015
\$9.60 por hora a partir del 1 de enero de 2016
\$10.10 por hora a partir del 1 de enero de 2017

Tiempo Extraordinario (Overtime):

DESPUES DE LAS 40 HORAS, UNOY MEDIO LA TASA DE PAGO REGULAR. PARA SABER LAS EXCEPCIONES VEA LA SECCION 31-76i DE LOS ESTATUTOS GENERALES DE CONNECTI-

MENORES DE 18 AÑOS DE EDAD EMPLEADOS POR EL ESTADO O SUBDIVISION POLITICA PUEDEN RECIBIR PAGOS DEL 85% DE LA TASA DE COMPENSACION MINIMA APLICABLE.

MENORES DE 18 AÑOS DE EDAD EMPLEADOS EN TRABAJOS AGRICOLAS PUEDEN RECIBIR PAGOS DE 85% DE LA TASA DE COMPENSACION MINIMA APLICABLE. MENORES EMPLEADOS POR EMPLEADORES AGRICOLAS QUIENES, DURANTE EL PREVIO AÑO CALENDARIO, NO EMPLEABAN OCHO O MAS TRABAJADORES AL MISMO TIEMPO TIENEN QUE PAGAR UN SALARIO MINIMO DE NO MENOS DE 70% DE LA TASA DE COMPENSACION MINIMA COMO SE DEFINE EN LA SECCION 31-58. MENORES EN OTROS EMPLEOS VER SECCION 31-60-6.



Gary K. Pechie, Director
Estandares de Compensación y del Puesto de Trabajo

MANDATORY ORDERS 7A & 7B**This notice must be posted and maintained wherever persons covered by this order are employed.**

Inquiries or complaints of violation of this order should be sent to
Wage and Workplace Standards Division, Labor Department, Wethersfield, CT 06109-1114

STATE OF CONNECTICUT
LABOR DEPARTMENT - WAGE AND WORKPLACE STANDARDS
MERCANTILE TRADE

Website: www.ct.gov/dol

Minimum Fair Wage Rates for Persons Employed in Mercantile Trade.

Sec. 31-62-D1. DEFINITIONS As used in sections 31-62-D1 to 31-62-D11, inclusive:

(a) "Commissions" means earnings based on sales. These earnings may be achieved through the payment of a fixed sum per sale or by the payment of a percentage on any or all sales made by an individual or group of individuals.

(b) "Employee" means a person employed or permitted to work in any occupation in the mercantile trade.

(c) "Mercantile trade" means the trade of wholesale or retail selling of commodities and any operation supplemental or incidental thereto, including, but not limited to, buying, delivery, maintenance, office, stock and clerical work. Repair and service employees may be excluded if the major portion of their duties is unrelated to the mercantile trade as herein defined.

(d) "Minor" means a person less than eighteen years of age.

(e) "Working time" includes all time during which an employee is required to be on duty or at prescribed premises whether or not work is then provided by the employer; or during which an employee is permitted to work though required not to do so.

Sec. 31-62-D2. THE FOLLOWING MINIMUM WAGE IS ORDERED: \$8.70 An Hour Beginning 1-1-14; \$9.15 An Hour Beginning 1-1-15; \$9.60 An Hour Beginning 1-1-16; and \$10.10 An Hour Beginning 1-1-17 31-58 (j) whenever the federal minimum wage is increased, the minimum fair wage established under this part shall be increased to the amount of the highest federal minimum wage plus one half of one percent more than said federal rate rounded to the nearest whole cent, effective on the same date as the increase in the highest federal minimum wage.

(b) BEGINNERS. For the first 200 hours in the trade not less than 85% of the minimum wage and not less than the minimum wage thereafter.

(c) OVERTIME. One and one-half times the employee's regular rate of pay after 40 hours a week.

(d) MINIMUM DAILY EARNINGS GUARANTEED. An employee, who by request or permission of the employer, reports for duty on any day whether or not assigned to actual work shall be compensated for a minimum of four hours earnings at his regular rate. In instances of regularly scheduled employment of less than four hours as mutually agreed in writing between employer and employee, and approved by the Labor Department, this provision may be waived provided the minimum daily pay in every instance shall be at least twice the applicable minimum hourly rate.

Sec. 31-62-D3. PAYMENT OF WAGES. Each employee shall be paid, weekly, wages not less than the minimum provided in this order, and all commissions as defined herein shall be settled at least once monthly.

Sec. 31-62-D4. REGULAR HOURLY RATE. Each employer shall establish a regular hourly rate for employees covered by this order. When an employee is paid commission in whole or in part for his earnings, the regular hourly rate for the purpose of computing

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PROMULGATED OCTOBER 1, 1951

overtime shall be determined by dividing the employee's total earnings by the number of hours in the usual work week as supported by time records made in accordance with the provisions of section 31-62-D8.

Sec. 31-62-D5. COMPUTATION OF TIME. All time shall be reckoned to the nearest unit of fifteen minutes.

Sec. 31-62-D6. BEGINNERS. Beginners may be employed at a rate not less than 85% of the minimum wage for the first 200 hours in the mercantile trade and not less than the minimum wage thereafter provided that the number of beginners over the age of eighteen does not exceed 5% of the persons regularly employed in the establishment. Any employee who has completed a two hundred hour learning period in the mercantile trade may not be employed to work a learner's rate.

Sec. 31-62-D7. HANDICAPPED WORKERS. Any employee whose earning capacity has been impaired by physical or mental disability may be paid less than the minimum wage, provided specific permission in each case shall be obtained by the employer from the Labor Department in accordance with the provisions of Section 31-67 of the general statutes.

Sec. 31-62-D8. RECORDS. The employer shall keep available at the place of employment for a period of three years accurate and legible records in ink for each employee as follows: (1) his name; (2) his address; (3) his working certificates as proof of age if a minor employee (sixteen to eighteen years); (4) his occupation; (5) total wages paid him each pay day period; (6) his daily and weekly hours worked showing the beginning and ending hours of each work period. Records of daily and weekly hours need not be maintained for employees who qualify for exemption of the overtime requirements of this order, provided the wages paid shall be at least the minimum required in this order. With permission of the Labor Commissioner or his authorized representative, wage records may be kept at designated places other than the place of employment. Records of hours worked for each employee for whom such records is required shall be available at the place of employment for inspection at all reasonable times.

Sec. 31-62-D9. COOPERATIVE STUDENTS. Repealed.

Sec. 31-62-D10. EMPLOYMENT UNDER OTHER MINIMUM WAGE ORDERS OR FOR WHICH NO WAGE ORDER HAS BEEN PROMULGATED. The provisions of these regulations shall apply to any worker engaged in the mercantile trade as defined herein for the entire work period, unless he is engaged partly in an occupation covered by another wage order or in an occupation for which no wage order has been promulgated and the time spent in each occupation is segregated and recorded.

Sec. 31-62-D11. NO CHARGE FOR UNIFORMS OR OTHER FACILITIES. The cost of uniforms or other facilities required by the employer as a condition of employment, and the reasonable cost of their maintenance, may not be charged to the employee if such expense would result in the payment of a wage less than the minimum prescribed in this order.

Sec. 31-69 PENALTY. (a) Any employer or his agent, or the officer or agent of any corporation, who discharges or in any other manner discriminates against any employee because such employee has served or is about to serve on a wage board or has testified or is about to testify before any wage board or in any other investigation or proceeding under or related to this part, or because such employer believes that such employee may serve on any wage board or may testify before any wage board or in any investigation or proceeding under this part, shall be fined not less than one hundred dollars nor more than four hundred dollars.

(b) Any employer or the officer or agent of any corporation who pays or agrees to pay to any employee less than the rates applicable to such employee under the provisions of this part or a minimum fair wage order shall be: (1) fined not less than four thousand dollars nor more than ten thousand dollars or imprisoned not more than five years or both for each offense if the total amount of all unpaid wages owed to an employee is more than two thousand dollars; (2) fined not less than two thousand nor more than four thousand dollars or imprisoned not more than one year or both for each offense if the total amount of all unpaid wages owed to an employee is more than one thousand dollars but not more than two thousand dollars; (3) fined not less than one thousand nor more than two thousand dollars or imprisoned not more than six months or both for each offense if the total amount of all unpaid wages owed to an employee is more than five hundred but not more than one thousand dollars; or (4) fined not less than four hundred nor more than one thousand dollars or imprisoned not more than three months or both for each offense if the total amount of all unpaid wages owed to an employee is five hundred dollars or less.

(c) Any employer, his officer or agent, or the officer or agent of any corporation, firm or partnership, who fails to keep the records required under this part or by regulation made in accordance with this part or to furnish such records to the commissioner or any authorized representative of the commissioner, upon request, or who refuses to admit the commissioner or his authorized representative to his place of employment or who hinders or delays the commissioner or his authorized representative in the performance of his duties in the enforcement of this part shall be fined not less than fifty dollars nor more than two hundred dollars, and each day of such failure to keep the records required under this part or to furnish the same to the commissioner or any authorized representative of the commissioner shall constitute a separate offense, and each day of refusal to admit or of hindering or delaying the commissioner or his authorized representative shall constitute a separate offense.

(d) Nothing in this part shall be deemed to interfere with, impede or in any way diminish the right of employees to bargain collectively with their employers through representatives of their own choosing in order to establish wages or conditions of work in excess of the applicable minimum under this part.



GARY K. PECHIE
DIRECTOR

POST AND KEEP POSTED WHERE EMPLOYEES MAY READ

Mandatory Order No. 8

Inquiries or Complaints of Violation of this Order Should be Sent to Wage and Workplace Standards Division, Department of Labor, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114.

STATE OF CONNECTICUT

MINIMUM FAIR WAGE RATES FOR PERSONS EMPLOYED IN THE RESTAURANT AND HOTEL RESTAURANT OCCUPATIONS

Web Site: www.ct.gov/dol

SEC. 31-62-E1. WAGE ORDER:

(a) **RATE: THE FOLLOWING MINIMUM WAGES ARE ORDERED:**
\$8.70 per hour on 1-1-14; \$9.15 per hour on 1-1-15; \$9.60 per hour on 1-1-16; \$10.10 per hour on 1-1-17; \$11.00 per hour on 10-1-19; \$12.00 per hour on 9-1-20, \$13.00 on 8-1-21; \$14.00 per hour on 7-1-22; and \$15.00 per hour on 6-1-23 except those **persons employed under this wage order as service employees (waitpersons)** shall be paid \$5.69 per hour plus gratuities on 1-1-14; \$5.78 per hour plus gratuities on 1-1-15; \$6.07 per hour plus gratuities on 1-1-16; \$6.38 per hour plus gratuities on 1-1-17; \$6.38 per hour plus gratuities on 10-1-19; \$6.38 per hour plus gratuities on 9-1-20; \$6.38 per hour plus gratuities on 8-1-21; \$6.38 per hour plus gratuities on 7-1-22; and \$6.38 per hour plus gratuities on 6-1-23 and bartenders at \$7.34 per hour plus gratuities on 1-1-14; \$7.46 per hour plus gratuities on 1-1-15; \$7.82 per hour plus gratuities on 1-1-16; \$8.23 per hour plus gratuities on 1-1-17; \$8.23 per hour plus gratuities on 10-1-19; \$8.23 per hour plus gratuities on 9-1-20; \$8.23 per hour plus gratuities on 8-1-21; \$8.23 per hour plus gratuities on 7-1-22; and \$8.23 per hour plus gratuities on 6-1-23.

(b) **MINIMUM DAILY EARNINGS GUARANTEED:** An employee regularly reporting for work, unless given adequate notice the day before to the contrary, or any employee called for work in any day shall be assured a minimum of two hours' earnings at not less than the minimum rate if the employee is able and willing to work for that length of time. If the employee is either unwilling or unable to work the number of hours necessary to insure the two-hour guarantee, a statement signed by the employee in support of this situation must be on file as a part of the employer's records.
(c) **WORK ON SEVENTH CONSECUTIVE DAY:** Not less than one and one-half times the minimum rate for all time worked on the seventh consecutive day.
(d) **OVERTIME:** Not less than one and one half times the regular rate for all hours worked in excess of 40 in any work week.

SEC. 31-62-E2. DEFINITIONS:
As used in sections 31-62-E1 to 31-62-E15, inclusive, of the Regulations of Connecticut State Agencies:
(a) "RESTAURANT OCCUPATION" includes all persons engaged in the preparation and serving of food for human consumption, or in any operation incidental or supplemental thereto irrespective of whether the food is served at or away from the point of preparation, and irrespective of whether the preparation and serving of food is the sole business of the employing establishment or enterprise, with the exception that this definition shall not include the preparation and serving of food in a nonprofit educational, charitable or religious organization where the food service is not regularly available to the general public, or the preparation and serving of food in hospitals, convalescent homes or homes for the elderly where the food service is not regularly available to the general public and is incidental to the care of the patient.
This occupation includes but is not limited to employees of restaurants, cafeterias, that portion of hotel business involving the preparation and serving of food, commissaries, dairy bars, grills, coffee shops, luncheonettes, sandwich shops, tearooms, nightclubs, cabarets, automats, caterers, frankfurter stands, operators of food vending machines, and that portion of the business involving the serving of food in department and variety stores, drugstores, candy stores, bakeries, pizzerias, delicatessens, places of amusement and recreation, commercial and industrial establishments and social, recreational, fraternal and professional clubs which either regularly or intermittently serve food, as well as other establishments or businesses meeting the condition stated in this subsection.
(b) "RESTAURANT EMPLOYEE" means any person who is employed or permitted to work in any restaurant occupation, establishment or enterprise.
(c) "SERVICE EMPLOYEE" means any employee whose duties relate solely to the serving of food or beverage to patrons seated at tables or booths, and to the performance of duties incidental to such service, and who customarily receives gratuities.
(d) "DUTIES INCIDENTAL TO SUCH SERVICE" means performance of the following tasks:
(1) Taking orders from patrons for food or beverages;
(2) Checking with customers to ensure that they are enjoying their meals and taking action to correct any problems;
(3) Checking patrons' identification to ensure that they met minimum age requirements for consumption of alcoholic beverages;
(4) Collecting payments from customers;
(5) Writing patrons' food orders on order slips, memorizing orders, or entering orders into computers for transmittal to kitchen staff;
(6) Preparing checks that itemize and total meal costs and sales taxes;
(7) Presenting menus to patrons and answering questions about menu items, making recommendations upon request;
(8) Removing dishes and glasses from tables or counters and taking them to the kitchen for cleaning;
(9) Serving food or beverages to patrons, and preparing or serving specialty dishes at tables as required;
(10) Cleaning tables or counters after patrons have finished dining;
(11) Preparing tables for meals, including setting up items such as linens, silverware, and glassware;
(12) Explaining how various menu items are prepared, describing ingredients and cooking methods;
(13) Escorting customers to their tables;
(14) Cleaning tables and floors in service employee's immediate service area before, during, or after serving patrons;

(15) Cleaning and tidying up server stations and drink stations;
(16) Informing customers of daily specials;
(17) Preparing hot, cold and mixed drinks for patrons, including brewing coffee and chilling bottles of wine;
(18) Rolling silverware, setting up food stations, or setting up dining areas to prepare for the next shift or for large parties;
(19) Stocking service areas with supplies such as coffee, food, tableware, and linens;
(20) Bringing wine selections to tables with appropriate glasses, and pouring wines for customers;
(21) Filling salt, pepper, sugar, cream, condiment, and napkin containers;
(22) Describing and recommending wines to customers; and
(23) Garnishing and decorating dishes in preparation for serving.
(e) "NON-SERVICE EMPLOYEE" means an employee other than a service employee, and includes, but is not limited to, countergirls, counterwaitresses, countermen, counterwaiters and those employees serving food or beverage to patrons at tables or booths and who do not customarily receive gratuities.
(f) "GRATUITIES" means a voluntary monetary contribution received by the employee directly from a guest, patron or customer for service rendered.
(Effective September 24, 2020)
SEC. 31-62-E2a. SERVICE EMPLOYEES
A service employee shall not be deemed to have performed service duties while an establishment is not open to patrons, shall not claim a credit for gratuities for the time a service employee works when an establishment is not open to patrons, and shall not include any portion of such time as part of the calculation of non-service duties when applying the provisions of section 31-62-E3a of the Regulations of Connecticut State Agencies.
(Effective September 24, 2020)

SEC. 31-62-E3. GRATUITIES AS PART OF THE MINIMUM FAIR WAGE.
Gratuities shall be recognized as constituting a part of the minimum fair wage when all of the following provisions are complied with:
(a) The employer shall be engaged in an employment in which gratuities have customarily and usually constituted and have been recognized as part of his remuneration for hiring purposes, and
(b) the amount received in gratuities claimed as credit for part of the minimum fair wage shall be recorded on a daily, weekly, or bi-weekly basis in a wage record even though payment is made more frequently, and
(c) each employer claiming credit for gratuities as part of the minimum fair wage paid to any service employee shall obtain substantial evidence as described in Section 30-60-2, such as a daily, weekly, or bi-weekly attestation or statement in electronic or written format demonstrating that the service employee has received in gratuities not less than the amount claimed as credit for part of the minimum fair wage. Such attestation or statement shall contain the week ending date of the payroll week for which credit is claimed. Such attestation or statement may include documentation via an electronic point of service system or any other method that verifies the amount a service employee has received in gratuities for the pay period in question. Such attestation, statement, or substantial evidence shall satisfy the requirements of subsection (b) and this subsection.
(Effective August 21, 1974; Amended January 4, 2001; Amended September 24, 2020)

SEC. 31-62-E3a. SERVICE AND NON-SERVICE DUTIES WITHIN THE RESTAURANT INDUSTRY
(a) On any day that a service employee performs non-service employee duties:
(1) For two hours or more, or
(2) For more than 20 percent of the service employee's shift, whichever is less, the employer shall not claim credit for gratuities as part of the minimum fair wage for that day.
(b) If a service employee performs non-service duties during the course of a day's work in excess of the lesser of subdivision (1) or (2) of subsection (a) of this section, the employer shall segregate and record time spent on non-service duties to claim a credit for gratuities as part of the minimum fair wage for that day.
(Effective September 24, 2020)

SEC. 31-62-E4. DIVERSIFIED EMPLOYMENT WITHIN THE RESTAURANT INDUSTRY has been repealed.

SEC. 31-62-E5. EMPLOYMENT UNDER OTHER WAGE ORDERS.
(a) *Mercantile:* If an employee is engaged partly in the restaurant occupation but is also engaged partly in the occupation covered by the mercantile wage order, the provisions of the mercantile wage order shall apply to the entire work period, except that, when time spent in each occupation is segregated and separately recorded, the allowance for gratuities as permitted as part of the minimum fair wage may be applied to the hours worked by an employee in the restaurant service category.

(b) *Other:* If an employee is engaged partly in an occupation under the restaurant wage order but is also engaged partly in an occupation covered by another wage order other than the mercantile wage order, the higher provisions of each wage order shall apply to the entire work period unless the time spent in each occupation is definitely segregated and so recorded. Where the time spent in each occupation is definitely segregated and so recorded the provisions of the applicable wage order shall apply.

SEC. 31-62-E6. DEDUCTIONS AND ALLOWANCES FOR THE REASONABLE VALUE OF BOARD AND LODGING has been repealed.

SEC. 31-62-E7. DEDUCTIONS has been repealed.

SEC. 31-62-E8. DEPOSIT.
No deposit shall be required by an employer from any employee for a uniform or for any other purpose except by permission of the labor department.

SEC. 31-62-E9. HOURS WORKED.
Hours worked shall include all time during which the employee is required to be on the employer's premises or to be on duty, or to be at a prescribed work place, and all time during which an employee is employed or permitted to work, whether or not required to do so. Meal periods may be credited as nonworking time, provided the beginning and ending time of the meal period shall be so recorded on the time records, and provided the employee shall be entirely free from all work requirements during the period and shall be free to leave the establishment.

SEC. 31-62-E10. TRAVEL TIME AND TRAVEL EXPENSES.
Any employee who is required or permitted to travel from one establishment to another after the beginning or before the close of the work day, shall be compensated for travel time at the same rate as for working time, and shall be reimbursed for the cost of transportation.

SEC. 31-62-E11. COMPUTATION OF TIME.
All time shall be reckoned to the nearest unit of fifteen minutes.

SEC. 31-62-E12. PHYSICALLY OR MENTALLY HANDICAPPED EMPLOYEES.
(This regulation defines a "physically or mentally handicapped person" as a person whose earning capacity is impaired by age or physical or mental deficiency or injury and provides guidelines for a modification of the minimum wage.)

SEC. 31-62-E14. RECORDS.
(a) For the purpose of this regulation issued in accordance with the provisions of section 31-66 of the general statutes, "true and accurate records" means accurate legible records for each employee showing:
(1) Name;
(2) Home address;
(3) Occupation in which employed;
(4) Total daily and total weekly hours worked, showing the beginning and ending time of each work period, computed to the nearest unit of 15 minutes;
(5) Total hourly, daily or weekly basic wage;
(6) Additions to or deductions from wages each pay period;
(7) Total wages paid each pay period;
(8) Overtime wage as a separate item from basic wage;
(9) Payment for the seventh consecutive day of work as a separate item;
(10) Separate itemization on payroll records of each allowance (meals, lodging, gratuities) used as part of the minimum fair wage;
(11) Statements signed by employee in accordance with section 31-62-E3 when credit for gratuities is claimed as part of the minimum fair wage;
(12) Such other records as are stipulated in accordance with administrative regulation sections 31-60-1 through 31-60-14
(13) Working certificates for minor employees (16 to 18 years).
(b) True and accurate records shall be maintained and retained at the place of employment for a period of three years for each employee. The labor commissioner may authorize the maintenance of wage records and the retention of both wage and hour records as outlined either in whole or in part at a place other than the place of employment when it is demonstrated that the retention of such records at the place of employment either:
(1) works an undue hardship upon the employer
(2) without materially benefiting the inspection procedures of the labor department, or
(3) is not practical for enforcement purposes.
Where permission is granted to maintain wage records at other than the place of employment a record of total daily and weekly hours worked by each employee shall also be available for inspection in connection with such wage records.

(c) In the case of an employee who spends 75% or more of his working time away from the employer's place of business and the maintaining of time records showing the beginning and ending time of each work period for such personnel either imposes an undue hardship upon the employer or exposes him to jeopardy because of his inability to control the accuracy of such entries, a record of total daily and total weekly hours will be approved as fulfilling the record-keeping requirements of this section.
However, in such cases the original time entries shall be made by the employee in his own behalf and the time entries made by the employee shall be used as the basis for payroll records.

Under Connecticut General Statutes section 31-23 no minor under 16 years of age shall be employed or permitted to work in any restaurant.

Thomas J. Wydra
Director



NOTICE

TO THE EMPLOYEES OF

In accordance with §31-48d of the Connecticut General Statutes, this will serve as notice that this employer may engage in the following types of **Electronic Monitoring** of employees' activities or communications;

- ☐ Telephone
- ☐ Camera (including hidden cameras)
- ☐ Computer
- ☐ Radio
- ☐ Wire
- ☐ Electromagnetic
- ☐ Photoelectronic
- ☐ Photo-optical
- ☐ Other _____

If you have any questions regarding this notice,

contact _____

(Company Representative)

for additional information.

Sec. 31-48d. Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty. (a) As used in this section:

(1) "Employer" means any person, firm or corporation, including the state and any political subdivision of the state which has employees;

(2) "Employee" means any person who performs services for an employer in a business of the employer, if the employer has the right to control and direct the person as to (A) the result to be accomplished by the services, and (B) the details and means by which such result is accomplished; and

(3) "Electronic monitoring" means the collection of information on an employer's premises concerning employees' activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems, but not including the collection of information (A) for security purposes in common areas of the employer's premises which are held out for use by the public, or (B) which is prohibited under state or federal law.

(b) (1) Except as provided in subdivision (2) of this subsection, each employer who engages in any type of electronic monitoring shall give prior written notice to all employees who may be affected, informing them of the types of monitoring which may occur. Each employer shall post, in a conspicuous place which is readily available for viewing by its employees, a notice concerning the types of electronic monitoring which the employer may engage in. Such posting shall constitute such prior written notice.

(2) When (A) an employer has reasonable grounds to believe that employees are engaged in conduct which (i) violates the law, (ii) violates the legal rights of the employer or the employer's employees, or (iii) creates a hostile workplace environment, and (B) electronic monitoring may produce evidence of this misconduct, the employer may conduct monitoring without giving prior written notice.

(c) The Labor Commissioner may levy a civil penalty against any person that the commissioner finds to be in violation of subsection (b) of this section, after a hearing conducted in accordance with sections 4-176e to 4-184, inclusive. The maximum civil penalty shall be five hundred dollars for the first offense, one thousand dollars for the second offense and three thousand dollars for the third and each subsequent offense.

(d) The provisions of this section shall not apply to a criminal investigation. Any information obtained in the course of a criminal investigation through the use of electronic monitoring may be used in a disciplinary proceeding against an employee.

(P.A. 98-142.)

■ Protect Your Rights

You Have The Right To Complain or Appeal

- When an insurance plan will not pay for a treatment or service, you can ask the plan to change (appeal) its decision
- Your plan must explain how to appeal when it tells you that it will not pay or cover a service
- When you appeal, your plan must give you its decision within:
 - 72 hours for denials of urgent care.
 - 30 days for denials of non-urgent care you have not yet received.
 - 60 days for denials of service you have already received.
 - If the plan still denies your benefit, it must explain why and tell you how to ask for an outside review (external review).
- If you do not speak English, you may be able to get appeal information in your native language.
- We will help you file your complaint and see you through the appeals process, including review from an independent third party.

How To Complain or Appeal

1. Call Member Services – Toll Free Number is on your Health Plan’s Card.

- Ask for a complaint or grievance form or in some cases you may file a complaint over the phone
- Ask your plan to send you a copy of the denial letter
- Check your plan benefits to make sure that you are being denied a service that is covered by your plan. If you don’t have this list of benefits, ask your member services to send you one.

tips

- Keep a record of all letters you send or get from your health plan.
- Keep a log of all telephone calls you make or get about your denial.
- Keep a copy of the denial letter (do not assume your health plan will have it on file).

2. Get Information

- Talk with your doctor. Ask for a letter from your doctor stating why you need the service or treatment or why you were given that service or treatment.
- Ask for a copy of any letters that the doctor sent to the health plan for your case.

3. Write Your Complaint or Appeal

Your letter must have:

- Your plan identification numbers (policy number, group number, claim number)
- The reason for the denial that they explained in the denial letter
- A brief history of the illness and necessary treatment
- Why you believe the decision was wrong
- What you are asking the managed care plan to do

4. What To Do Next

- You will be told in writing of the health plan’s decision, why they made that decision and what to do next.
- If your complaint or appeal has been denied, you need a copy of the second denial letter. This letter will tell you how to appeal on the next level. You may have to send new information with this second appeal that talks about the current reason for the denial.

5. External or Outside Appeals

If you have gone through all levels of the inside appeals in your health plan you may be able to file an outside appeal with the CT Department of Insurance or as arranged by your health plan.

- You must file for an external appeal within 120 days of getting written notice from your health plan that you have used all of their internal appeals.

■ You Have a Voice. Now You’ll be Heard.

For Help Call the Office of the Healthcare Advocate today: 1-866-466-4446

- OHA business hours are 8:00am-5:00pm EST.
- Leave a message after hours and your call will be returned promptly.
- Visit ct.gov/OHA to get information and answers to your questions.
- Interpretive services are available.

The Office of the Healthcare Advocate:

Protecting your rights

Maintaining the respect and dignity you deserve

Resolving your healthcare issues



Office of the
Healthcare
Advocate
STATE OF CONNECTICUT

Call the Office of the Healthcare Advocate today: 1.866.466.4446
Visit ct.gov/oha

A free service of the State of Connecticut.



Office of the
Healthcare
Advocate
STATE OF CONNECTICUT

Healthcare Can Be Confusing
The Answers Start Here



Help is available to resolve your healthcare and insurance related issues. Find out how to save time, money and frustration. OHA is a free service of the State of Connecticut.

■ Proteja sus derechos

Tiene derecho a reclamar o apelar

- Cuando un plan de seguro no pague por un tratamiento o servicio, puede solicitar al plan que cambie (apelar) su decisión.
- El plan debe detallar cómo apelar cuando le informan que este no pagará ni cubrirá un servicio.
- Cuando usted apela, el plan debe informarle su decisión en los siguientes plazos:
 - 72 horas en caso de negaciones de atención urgente.
 - 30 días en caso de negaciones de atención no urgente, que usted no recibió aun.
 - 60 días en caso de negaciones de servicios que ya recibió.
 - Si el plan aun le niega su beneficio, este debe indicar el motivo e informarle cómo solicitar una revisión de terceros (revisión externa).
- Si no habla inglés, puede obtener información sobre la apelación en su lengua materna.
- Lo ayudaremos a presentar un reclamo y le brindaremos asistencia en el proceso de apelación, incluso la revisión de un tercero independiente.

sugerencias

- Lleve un registro de todas las cartas que envía a o recibe de su plan de salud.
- Lleve un registro de todas las llamadas telefónicas que realice o reciba sobre las negaciones.
- Conserve una copia de la carta de negación (no asuma que su plan de salud la tendrá en sus archivos).

Cómo reclamar o apelar

1. Comuníquese con Servicios a los miembros; el número gratuito se encuentra en su tarjeta del plan de salud.

- Solicite un formulario de reclamo o queja, o en algunos casos puede presentar un reclamo por teléfono

- Solicite a su plan que le envíe una copia de la carta de negación.
- Controle los beneficios de su plan para asegurarse de que el servicio que se le negó está cubierto por su plan. Si no posee esta lista de beneficios, solicite una a Servicios a los miembros.

2. Obtenga información

- Hable con su médico. Solicítele una carta que indique por qué necesita el servicio o tratamiento y por qué se le proporcionó ese servicio o tratamiento.
- Solicite una copia de todas las cartas que el médico envió al plan de salud con respecto a su caso.

3. Redacte su reclamo o apelación

La carta debe incluir lo siguiente:

- Los números de identificación del plan (número de póliza, número de grupo, número de reclamo).
- El motivo de la negación que indicaron en la carta de negación.
- Un breve historial de la enfermedad y del tratamiento necesario.
- Razón por la cual usted considera que la decisión es incorrecta.
- Qué solicita usted que realice el plan de salud administrado.

4. Qué pasos seguir

- Se le informará por escrito la decisión del plan de salud, el motivo por el cual tomaron esa decisión y qué pasos debe seguir.
- Si se negó su reclamo o apelación, necesita una copia de la segunda carta de negación. Esta carta le informará cómo apelar en el siguiente nivel. Es posible que deba enviar información nueva junto con esta segunda apelación que trate el motivo actual de la negación.

5. Apelaciones externas o de terceros

Si ha agotado todos los niveles de apelaciones internas en su plan de salud, es posible que pueda presentar una apelación externa con el Departamento de Seguros de Connecticut o como lo disponga su plan de salud.

- Debe presentar una apelación externa dentro de los 120 días de recibir la notificación por escrito del plan de salud que indica que ha agotado todas las apelaciones internas.

■ Usted tiene voz. Ahora será escuchado.

Para obtener ayuda, llame hoy a la Oficina del Defensor del Cuidado de la Salud (OHA):
1-866-466-4446:

- Los horarios de atención de la OHA son de 8:00 a. m. a 5:00 p. m., hora del Este.
- Deje un mensaje si llama fuera de horario y se devolverá su llamada a la brevedad.
- Visite ct.gov/OHA para obtener información y respuestas a sus preguntas.
- Se encuentran disponibles servicios de interpretación.

La Oficina del Defensor del Cuidado de la Salud:

Protege sus derechos.

Conserva el respeto y la dignidad que usted se merece.

Resuelve sus asuntos relacionados con el cuidado de la salud.



Office of the
Healthcare
Advocate
STATE OF CONNECTICUT

Llame hoy a la Oficina del Defensor del Cuidado de la Salud: 1.866.466.4446
Visite ct.gov/oha Es un servicio gratuito del estado de Connecticut.



Office of the
Healthcare
Advocate
STATE OF CONNECTICUT

El Sistema de cuidado de la
salud puede ser confuso
Las respuestas comienzan aquí



Se encuentra disponible ayuda para resolver asuntos relacionados con el seguro y cuidado de la salud. Descubra cómo ahorrar tiempo y dinero, y evitar frustración. La OHA es un servicio gratuito del estado de Connecticut.



■ ¿Alguna vez...

- Pasó horas al teléfono con su compañía de seguros de salud intentando resolver un problema?
- Se le negaron servicios o tratamientos que usted pensaba que estaban cubiertos?
- Se sintió abrumado por las facturas médicas?
- Perdió su trabajo y quiso comprender sus opciones de cuidado de la salud?
- Tuvo problemas para encontrar un proveedor que admita su seguro?

La OHA lo ayuda a encontrar las respuestas cuando más las necesita.

nuestra misión

La OHA es una agencia estatal independiente que proporciona servicios de defensoría para los consumidores de servicios de cuidado de la salud de Connecticut. La OHA no reemplaza su seguro. Hacemos que las compañías de seguros se responsabilicen ante usted, el consumidor, y lo ayudamos a resolver con éxito sus problemas relacionados con el cuidado de la salud.

Para obtener ayuda, llame a la Oficina del Defensor del Cuidado de la Salud al 1.866.466.4446 o visite ct.gov/oha.

■ Aproveche al máximo su plan de cuidado de la salud

Conozca sus derechos

Según la ley de Connecticut, usted tiene derechos. La cobertura debe incluir lo siguiente:

- Tratamiento de emergencia
- Exámenes preventivos
- Cobertura en salud mental
- Y más

De acuerdo con la ley federal, también puede tener derechos según la ley HIPAA, la Ley de Paridad de la Salud Mental y Equidad de las Adicciones, la ley COBRA y la Ley de Cuidado de la Salud Asequible.

Lo ayudamos a entender todos los aspectos de su seguro, como cobertura, derivaciones y explicaciones de los beneficios ("EOB").

sugerencias

- Si prefiere algún médico, hospital o grupo de médicos, debe consultarles si participan en algún plan al cual usted piensa adherirse.
- Si tiene una enfermedad crónica o toma algún medicamento específico, consulte de qué manera puede usar el plan para recibir el cuidado que necesita.

Conozca sus opciones

Elegir el plan de salud correcto para usted y su familia es una decisión importante.

Antes de comprar un seguro de salud o elegir un plan, usted debe saber lo siguiente:

- Qué cubre la póliza de seguros.
- Cuál es el rango de cobertura y cuánto debe pagar de su bolsillo.
- Si tendrá acceso a sus médicos actuales.
- Si es suficiente el acceso a otros proveedores que pueda necesitar.

Lo ayudamos a entender cuáles son sus opciones: Seguro laboral por medio de usted o su cónyuge, planes de salud individuales, planes de salud públicos o del gobierno.

Lo ayudamos a comparar los planes de salud y los servicios, las redes de proveedores (médicos, especialistas, hospitales, farmacias con los que trabaja el plan) y los costos que estos implican.

■ Aproveche al máximo su inversión en el cuidado de la salud

Ahorrára tiempo

Conocemos la industria del cuidado de la salud, incluso las leyes y normas estatales y federales. Contamos con el profesionalismo y la experiencia para ayudarlo a resolver su problema.

Haremos lo siguiente:

- **Lo escucharemos.**
- **Investigaremos** el problema.
- **Determinaremos** cuál es la mejor forma de actuar.
- Le ofreceremos **orientación** y asistencia directas durante el proceso hasta que se resuelva.

Puede ahorrar dinero

Tiene derecho a beneficios y otros servicios que quizás no conoce o piensa que no le corresponden. Contamos con la siguiente información:

- Qué le corresponde según su plan.
- Cómo identificar errores en el procesamiento de facturación y reclamos.
- Maneras acertadas de apelar una negación del reclamo, basadas en una necesidad médica u otras razones.
- Maneras de resolver un problema antes de que se convierta en un problema costoso.
- Cómo recuperar los gastos que usted puede haber pagado pero que no debía.



¿Sabía que...?

- Hasta la fecha, la OHA ha recuperado \$47,5 millones para consumidores del cuidado de la salud de Connecticut.
- La OHA tiene un índice de éxito del 85 % en la anulación de negaciones en la cobertura de seguros de salud por parte de las aseguradoras.

■ Nuestros servicios son gratuitos

Llámenos ante cualquier problema o pregunta relacionados con su plan de seguro de salud o su médico o proveedor de salud. Independientemente del tipo de seguro que usted tenga, puede usar nuestros servicios.

■ Estamos de su lado

No abandonamos ninguna causa hasta que no hayamos explorado todas las soluciones posibles.



Employment of Minors in Mercantile/Retail Trades

Time and Hour Restrictions for Young Persons Under Age 18

During school weeks (16-17 years of age):

- 6 a.m. to 10 p.m. (If no school the next day, permitted hours are extended to 11 p.m. or midnight if employed in a supermarket of more than 3,500 sq. ft. in size).
- No more than 6 hours per day/32 hours per week/6 days per week.
- No more than 8 hours per day on non-school days or days not preceding a school day (normally Friday, Saturday or Sunday).

During non-school weeks (16-17 years of age):

- 8 hours per day/48 hours per week - no more than 6 days per week.



Minors who have withdrawn from school
are subject to the non-school week restrictions.

15-Year-Old Minors can be employed as baggers, cashiers or stock clerks in most mercantile/retail establishments and may work during non-school weeks only - for no longer than 8 hours per day, 40 hours per week, between 7 a.m. and 7 p.m., except from July 1 through Labor Day, when evening hours may be extended until 9 p.m. Retail food stores may employ 15-year-old minors on Saturdays only until 7 p.m. for no longer than 8 hours during the school year.

Minimum Wage

\$14.00 per hour effective July 1, 2022

\$15.00 per hour effective June 1, 2023

Annually indexed to cost of living effective Jan. 2, 2024

Minors may be paid 85% of Minimum Wage during their first 90 days of employment.

A Statement of Age/Working Paper is required for all employees under the age of 18.

Inquiries or complaints of violation should be sent to:

Connecticut Department of Labor - Wage & Workplace Standards Division
200 Folly Brook Boulevard - Wethersfield, CT 06109
(860) 263-6791 - www.ct.gov/dol

This notice shall be posted in a conspicuous place in rooms where minors are employed. See applicable laws on back.

Sec. 31-23. Employment of minors prohibited in certain occupations. Exceptions. (a) No minor under sixteen years of age shall be employed or permitted to work in any manufacturing, mechanical, mercantile or theatrical industry, restaurant or public dining room, or in any bowling alley, shoe-shining establishment or barber shop, provided the Labor Commissioner may authorize such employment of any minor between the ages of fourteen and sixteen who is enrolled in (1) a public school in a work-study program as defined and approved by the Commissioner of Education and the Labor Commissioner or in a program established pursuant to section 10-20a, or (2) a summer work-recreation program sponsored by a town, city or borough or by a human resources development agency which has been approved by the Labor Commissioner, or both, and provided the prohibitions of this section shall not apply to any minor over the age of fourteen who is under vocational probation pursuant to an order of the Superior Court as provided in section 46b-140 or to any minor over the age of fourteen who has been placed on vocational parole by the Commissioner of Children and Families.

(d) Each person who employs a minor under the age of eighteen years shall obtain a certificate stating the age of such minor as provided in section 10-193. Such certificates shall be kept on file at the place of employment and shall be available at all times during business hours to the inspectors of the Labor Department.

Sec. 31-13. Hours of labor of minors, elderly and handicapped persons in mercantile establishments. (a) No person under the age of eighteen years who is not enrolled in and has not graduated from a secondary educational institution shall be employed in any mercantile establishment more than eight hours in any one day, or more than six days in any one calendar week or more than forty-eight hours in any one calendar week.

(b) If the Labor Commissioner finds, upon application of an employer, that an emergency exists or that seasonal or peak demand places an unusual and temporary burden upon any mercantile establishment, any such person under the age of eighteen years may be employed in such establishment not more than ten hours in any day and not more than fifty-two hours in any calendar week, but the total number of weeks of any such employment in any twelve months shall not exceed eight.

(c) No person under eighteen years of age who is enrolled in a secondary education institution shall be employed in any mercantile establishment more than (1) six hours in any regularly scheduled school day unless the regularly scheduled school day immediately precedes a nonschool day or eight hours in any other day, and (2) thirty-two hours in any calendar week during which the school in which such person is enrolled is in session, or forty-eight hours in any other calendar week during which the school in which such person is enrolled is not in session. Notwithstanding any provision of this section, the number of hours such person participates in a work experience that is part of an approved educational plan, cooperative program or school-to-work program shall not be counted against the daily or weekly limits set forth in this section.

(d) Each employer in any such establishment shall post in a conspicuous place in each room where such persons are employed a notice, the form of which shall be furnished by the Labor Commissioner, stating specifically the hours of work required of such persons on each day of the week, and the employment of any such persons for a longer time than so stated shall be a violation of this section.

(e) The provisions of this section shall not apply to permanent salaried employees in executive, managerial or supervisory positions excepted from the provisions of part I of chapter 5581 who receive a regular salary of not less than the minimum fixed for such employment in any wage order or administrative regulation issued under authority of said part, or to persons under eighteen years of age who have graduated from a secondary educational institution.

Sec. 31-14. Night work of minors regulated. (a) No person under eighteen years of age shall be employed in any manufacturing, mechanical or mercantile establishment between the hours of ten o'clock in the evening and six o'clock in the morning, except that such persons may be employed in any manufacturing, mechanical or mercantile establishment until eleven o'clock in the evening or any supermarket until twelve o'clock midnight on any night other than a night preceding a regularly scheduled school day. No such person may be discharged or discriminated against in any manner for refusing to work later than ten o'clock in the evening.

Sec. 31-15a. Criminal penalty. Any employer, officer, agent or other person who violates any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be fined not less than two thousand nor more than five thousand dollars or imprisoned not more than five years, or both, for each offense.

Sec. 31-69a. Additional penalty. (a) In addition to the penalties provided in this chapter and chapter 568, any employer, officer, agent or other person who violates any provision of this chapter or subsection (g) of section 31-288, shall be liable to the Labor Department for a civil penalty of three hundred dollars for each violation of said chapters and for each violation of subsection (g) of section 31-288.

(b) In addition to the penalties provided in this chapter and chapter 557, any employer, officer, agent or other person who violates any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be liable to the Labor Department for a civil penalty of six hundred dollars for each violation of said sections.

Sec. 31-23. Employment of minors prohibited in certain occupations. Exceptions. (a) No minor under sixteen years of age shall be employed or permitted to work in any manufacturing, mechanical, mercantile or theatrical industry, restaurant or public dining room, or in any bowling alley, shoe-shining establishment or barber shop, provided the Labor Commissioner may authorize such employment of any minor between the ages of fourteen and sixteen who is enrolled in (1) a public school in a work-study program as defined and approved by the Commissioner of Education and the Labor Commissioner or in a program established pursuant to section 10-20a or (2) a summer work-recreation program sponsored by a town, city or borough or by a human resources development agency which has been approved by the Labor Commissioner, or both, and provided the prohibitions of this section shall not apply to any minor over the age of fourteen who is under vocational probation pursuant to an order of the Superior Court as provided in section 46b-140 or to any minor over the age of fourteen who has been placed on vocational parole by the Commissioner of Children and Families.

(d) Each person who employs a minor under the age of eighteen years shall obtain a certificate stating the age of such minor as provided in section 10-193. Such certificates shall be kept on file at the place of employment and shall be available at all times during business hours to the inspectors of the Labor Department.

Sec. 31-18. Hours of labor of minors, elderly and handicapped persons in certain other establishments. (a) No public restaurant, cafe, dining room, barber shop, hairdressing or manicuring establishment, amusement or recreational establishment, bowling alley, shoe-shining establishment, billiard or pool room or photograph gallery shall employ or permit to work any person under eighteen years of age (1) between the hours of ten o'clock in the evening and six o'clock in the morning, or any of the persons described below under conditions herein set forth more than nine hours in any day: (A) Persons sixty-six years of age or older, except with their consent; (B) handicapped persons, so designated by medical or governmental authority, except with their consent and after certification by a physician that the extended hours of work will not be injurious to their health; (C) disabled veterans, as defined under state or federal law, except with their consent and after certification by a physician that the extended hours of work will not be injurious to their health; provided any such person may be permitted to work in any such establishment one day in a week for not more than ten hours on such day, but not more than six days or forty-eight hours in any one week, and provided further, persons between sixteen and eighteen years of age may be employed in any amusement or recreational establishment, restaurant, cafe or dining room, or employed in any theater until twelve o'clock midnight unless such persons are regularly attending school in which case such minors may be employed until eleven o'clock in the evening on days which precede a regularly scheduled school day and until twelve o'clock midnight during any regular school vacation season and on days which do not precede a regularly scheduled school day, and (2) more than (A) six hours in any regularly scheduled school day unless the regularly scheduled school day immediately precedes a nonschool day or eight hours in any other day, and (B) thirty-two hours in any calendar week during which the school in which such person is enrolled is in session or forty-eight hours in any other calendar week during which the school in which such person is enrolled is not in session. Notwithstanding any provision of this section, the number of hours such person participates in a work experience that is part of an approved educational plan, cooperative program or school-to-work program shall not be counted against the daily or weekly limits set forth in this section.

(b) The hours of labor of such persons shall be conspicuously posted in such establishment in such form and manner as the Labor Commissioner determines.

(c) The provisions of this section shall not apply to any person under eighteen years of age who has graduated from a secondary educational institution.

Sec. 31-15a. Criminal penalty. Any employer, officer, agent or other person who violates any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be fined not less than two thousand nor more than five thousand dollars or imprisoned not more than five years, or both, for each offense.

Sec. 31-69a. Additional penalty. (a) In addition to the penalties provided in this chapter and chapter 568, any employer, officer, agent or other person who violates any provision of this chapter or subsection (g) of section 31-288, shall be liable to the Labor Department for a civil penalty of three hundred dollars for each violation of said chapters and for each violation of subsection (g) of section 31-288.

(b) In addition to the penalties provided in this chapter and chapter 557, any employer, officer, agent or other person who violates any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be liable to the Labor Department for a civil penalty of six hundred dollars for each violation of said sections.

MERCANTILE/RETAIL-RELATED CONNECTICUT GENERAL STATUTES

Sec. 31-23. Employment of minors prohibited in certain occupations. Exceptions. (a) No minor under sixteen years of age shall be employed or permitted to work in any manufacturing, mechanical, mercantile or theatrical industry, restaurant or public dining room, or in any bowling alley, shoe-shining establishment or barber shop, provided the Labor Commissioner may authorize such employment of any minor between the ages of fourteen and sixteen who is enrolled in (1) a public school in a work-study program as defined and approved by the Commissioner of Education and the Labor Commissioner or in a program established pursuant to section 10-20a or (2) a summer work-recreation program sponsored by a town, city or borough or by a human resources development agency which has been approved by the Labor Commissioner, or both, and provided the prohibitions of this section shall not apply to any minor over the age of fourteen who is under vocational probation pursuant to an order of the Superior Court as provided in section 46b-140 or to any minor over the age of fourteen who has been placed on vocational parole by the Commissioner of Children and Families.

(b) (1) Notwithstanding the provisions of subsection (a) of this section, a minor who has reached the age of fourteen may be employed or permitted to work as a caddie or in a pro shop at any municipal or private golf course, and a minor who has reached the age of fifteen may be employed or permitted to work in any mercantile establishment, from September 30, 2002, to September 30, 2007, inclusive, as a bagger, cashier or stock clerk, provided such employment shall be (A) limited to periods of school vacation during which school is not in session for five consecutive days or more except that such minor employed in a retail food store may work on any Saturday during the year; (B) for not more than forty hours in any week; (C) for not more than eight hours in any day; and (D) between the hours of seven o'clock in the morning and seven o'clock in the evening, except that from July first to the first Monday in September in any year, any such minor may be employed until nine o'clock in the evening. (2) (A) Each person who employs a fourteen-year-old minor as a caddie or in a pro shop at any municipal or private golf course pursuant to this section shall obtain a certificate stating that such minor is fourteen years of age or older, as provided in section 10-193, and (B) each person who employs a fifteen-year-old minor in any mercantile establishment pursuant to this subsection shall obtain a certificate stating that such minor is fifteen years of age or older, as provided in section 10-193. Such certificate shall be kept on file at the place of employment and shall be available at all times during business hours to the inspectors of the Labor Department. (3) The Labor Commissioner may adopt regulations, in accordance with the provisions of chapter 54, as the commissioner deems necessary to implement the provisions of this subsection.

(d) Each person who employs a minor under the age of eighteen years shall obtain a certificate stating the age of such minor as provided in section 10-193. Such certificates shall be kept on file at the place of employment and shall be available at all times during business hours to the inspectors of the Labor Department.

Sec. 31-13. Hours of labor of minors, elderly and handicapped persons in mercantile establishments. (a) None of the following persons under the conditions hereinafter described shall be employed in any mercantile establishment more than eight hours in any one day, or more than six days in any one calendar week or more than forty-eight hours in any one calendar week: (1) Persons under the age of eighteen years who are not enrolled in and have not graduated from a secondary educational institution; (2) persons sixty-six years of age or older, except with their consent; (3) handicapped persons, so designated by medical or governmental authority, except with their consent and after certification by a physician that the extended hours of work will not be injurious to their health; (4) disabled veterans, as defined under state or federal law, except with their consent and after certification by a physician that the extended hours of work will not be injurious to their health; but any such person may be permitted to work in any such establishment one day in any calendar week for not more than ten hours, for the purpose of making one shorter day during such week, and any employer who, during any year, gives not fewer than seven holidays with pay shall be exempt from the foregoing provisions hereof during the period from the eighteenth to the twenty-fifth day of December of such year.

(c) No person under eighteen years of age shall be employed in any mercantile establishment more than (1) six hours in any regularly scheduled school day unless the regularly scheduled school day immediately precedes a nonschool day or eight hours in any other day, and (2) thirty-two hours in any calendar week during which the school in which such person is enrolled is in session, or forty-eight hours in any other calendar week during which the school in which such person is enrolled is not in session. Notwithstanding any provision of this section, the number of hours such person participates in a work experience that is part of an approved educational plan, cooperative program or school-to-work program shall not be counted against the daily or weekly limits set forth in this section.

Sec. 31-14. Night work of minors regulated. (a) No person under eighteen years of age shall be employed in any manufacturing, mechanical or mercantile establishment between the hours of ten o'clock in the evening and six o'clock in the morning, except that such persons may be employed in any manufacturing, mechanical or mercantile establishment until eleven o'clock in the evening or any supermarket until twelve o'clock midnight on any night other than a night preceding a regularly scheduled school day. No such person may be discharged or discriminated against in any manner for refusing to work later than ten o'clock in the evening.

Sec. 31-15a. Criminal penalty. Any employer, officer, agent or other person who violates any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be fined not less than two thousand nor more than five thousand dollars or imprisoned not more than five years, or both, for each offense.

Sec. 31-69a. Additional penalty. (a) In addition to the penalties provided in this chapter and chapter 568, any employer, officer, agent or other person who violates any provision of this chapter or subsection (g) of section 31-288, shall be liable to the Labor Department for a civil penalty of three hundred dollars for each violation of said chapters and for each violation of subsection (g) of section 31-288.

(b) In addition to the penalties provided in this chapter and chapter 557, any employer, officer, agent or other person who violates any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be liable to the Labor Department for a civil penalty of six hundred dollars for each violation of said sections.

COLOQUE Y MANTENGA EN UN LUGAR VISIBLE DONDE TODOS LOS EMPLEADOS PUEDAN LEER

Orden Mandataria No. 8

Preguntas o denuncias de violaciones de esta Orden deben ser enviadas a Wage and Workplace Standards Division,
Department of Labor, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114.

ESTADO DE CONNECTICUT

**Mí nima tasa de compensación razonable para personas empleadas
en ocupaciones relacionadas con restaurantes y restaurantes en hoteles.**

Pagina del Internet: www.ct.gov/dol

Sec. 31-62-E1. ORDEN DE COMPENSACION

(a) TASA: LA SIGUIENTE MINIMA COMPENSACION SE ORDENA:

\$8.70 por hora, comenzando el 1 de Enero de 2014; \$9.15 por hora comenzando el 1 de Enero de 2015; \$9.60 por hora, comenzando el 1 de Enero de 2016; \$10.10 por hora, comenzando el 1 de Enero de 2017; excepto esas personas empleadas como trabajadores de servicio (meseros) bajo las reglas de esta orden, quienes deben recibir \$5.69 por hora más propinas y los cantineros (bartenders) deben recibir \$7.34 más propinas. (vea P.A. 08-113).

(b) MINIMA COMPENSACION DIARIA GARANTIZADA:

Un empleado que regularmente se presenta a trabajar, a no ser que su falta haya sido adecuadamente notificada el día anterior, o cualquier empleado que haya sido llamado para trabajar cualquier día se le debe garantizar como mínimo dos horas de compensación a no menos de la tasa mínima si el empleado es capaz y está disponible por ese período de tiempo. Si el empleado no está interesado o incapacitado para trabajar el número de horas necesarias para asegurar las dos horas garantizadas, una declaración firmada por el empleado en soporte a esta situación debe ser archivada con los archivos del empleado.

(c) TRABAJANDO EL SEPTIMO DIA CONSECUTIVO:

No menos de uno y medio la tasa de compensación mínima por todo el tiempo trabajado en el séptimo día consecutivo.

(d) TIEMPO EXTRAORDINARIO: No menos de uno y medio la tasa regular por todas las horas trabajadas en exceso de 40 horas en cualquier semana laboral.

Sec. 31-62-E2. DEFINICIONES

(b) "EMPLEADOS DE RESTAURANTES" significa cualquier persona quien esta empleado o que se le permite trabajar en cualquier ocupación en un restaurante, establecimiento o empresa.

(c) "EMPLEADO DE SERVICIOS" significa cualquier empleado cuyas responsabilidades solamente se relacionan al servicio de alimentos y/o bebidas a los comensales sentados en mesas o compartimientos, y al desempeño de tareas incidentales a estos servicios, y que acostumbra a recibir propinas. Por el propósito de esta orden, una persona no debe ser considerada como que acostumbra a recibir propinas a no ser que estas propinas totalicen como mínimo \$10.00 por semana en el caso de trabajadores de jornada completa, o \$2.00 por día en el caso de trabajadores de jornada parcial y evidenciada por una declaración firmada por el empleado, estableciendo sin discusión alguna que dicho trabajador recibe propinas de la forma aquí establecida, esta declaración que debe ser archivada como parte de los archivos del empleador.

(d) "EMPLEADOS QUE NO DAN SERVICIOS" significa un empleado, otro que aquellos que se consideran empleados de servicios de acuerdo a la definición dada en esta orden. Un empleado que no da servicios incluye, pero no se limitan a, empleadas o empleados de mostrador, sirvientes o sirvientas de mostrador, y aquellos empleados sirviendo alimentos o bebidas a mesas o compartimientos y quienes no como costumbre reciben propinas de la forma antes definida.

(e) "PROPINAS" significa una contribución monetaria y voluntaria que el empleado recibe directamente de los comensales, clientes o personas a quien sirve, como gratificación por los servicios rendidos.

Sec. 31-62-E3. PROPINAS COMO PARTE DE LOS SALARIOS JUSTOS MINIMOS:

Las propinas pueden ser consideradas parte de los sueldos justos mínimos cuando se cumplen todos estos requisitos:

(a) El empleado esta trabajando en un empleo donde como costumbre se reciben propinas y estas han sido consideradas como parte de su remuneración como parte de este trabajo y

(b) La suma recibida como propinas reclamadas semanalmente como crédito como parte del sueldo justo mínimo como articulo separado en el registro de compensación aun cuando este pago se haga más frecuentemente y

(c) Cada empleador que reclame el crédito por propinas como parte del salario mínimo justo pagado a cualquier empleado, deberá obtener una declaración firmada por el empleado cada semana para acreditar que él o ella ha recibido en propinas la cantidad reclamada como crédito por una parte del salario mínimo justo. Dicha declaración debe tener la fecha de finalización de la semana de nómina para el cual se reclama el crédito. Las propinas recibidas que excedan el 34,6% en 2014 y el 36.8% en 2015, 2016 y 2017 para los empleados de servicios, y el 15,6% en 2014 y 18.5% en 2015, 2016 y 2017 para los cantineros no necesitan ser reportadas o registradas a los efectos del presente reglamento.

Sec. 31-62-E6. DEDUCCIONES Y CONSESIONES POR VALOR RAZONABLE DE MANUTENCION Y HOSPEDAJE. Fue revocado

Sec. 31-62-E9. HORAS LABORADAS.

Horas de trabajo deben incluir todo el tiempo en que el empleado es requerido a permanecer en el local de empleo o a completar tareas, o a estar en el lugar de trabajo establecido, y todo tiempo durante el cual esté empleado o por el que le es permitido a trabajar, aunque no sea requerido a que así lo haga. Horario de comidas puede ser reportado como tiempo no laboral, siempre que el tiempo de comienzo y término de dicho período de tiempo para comer haya sido registrado en la hoja de asistencia, y siempre que el empleado este totalmente libre de requerimientos laborales durante dicho período y que pueda libremente abandonar el establecimiento.

Sec. 31-62-E14. ARCHIVOS

(a) Para el propósito de esta regulación establecida de acuerdo a los términos de la sección 31-66 de los estatutos generales, "archivos veraces y exactos" significa exactos y legibles archivos para cada empleado mostrando:

(1) Nombre; (2) Dirección domiciliaria; (3) Ocupación de empleo; (4) Total de horas diarias y semanales trabajadas, enseñando el tiempo de inicio y término de cada jornada laboral, aproximada a la próxima unidad de 15 minutos; (5) Total de compensación básica por hora, diaria, y semanal; (6) concesiones o deducciones a la compensación del empleado en cada período de pago; (7) total de compensación hecha en cada período de pago; (8) Compensación por tiempo trabajado en exceso de las horas de trabajo normal (overtime) por separado de la compensación básica; (9) Pagos por el séptimo día consecutivo de trabajo separado de las otras líneas de compensación; (10) Listado en el registro de nomina de cada concesión (comidas, hospedaje, propinas) que se usaron como parte de la mínima compensación justa, por separado. (11) declaraciones firmadas por el empleado de acuerdo con la sección 31-62-E3 cuando créditos por propinas es reclamado como parte de la mínima compensación justa; (12) otros documentos de acuerdo a los requerimientos de la secciones 31-60-1 hasta la 31-60-14; (13) Certificados de trabajo para empleados menores de edad (de 16 a 18 años de edad).

(b) Veraces y exactos documentos deben mantenerse y guardados en el lugar de empleo por un período de tres años para cada empleado. El comisionado laboral podrá autorizar el mantenimiento de archivos de compensación y el almacenamiento de ambos documentos de compensación y registro de asistencia y horas laboradas en su totalidad o en parte en otro lugar que no sea el lugar de trabajo del empleado siempre que sea demostrado que el almacenamiento de dichos archivos en el lugar de trabajo es:

- (1) Impone innecesarias dificultades al empleador sin que materialmente benefician el proceso de inspección del departamento del trabajo, o
- (2) No es práctico para los propósitos de aplicación.

Cuando el permiso para mantener archivos de compensación en otro lugar que no sea el lugar de empleo, documentos mostrando el total diario y semanal de horas trabajadas por cada uno de los empleados debe estar disponible para la inspección en conexión con dichos archivos de compensación.

(c) En caso de un empleado que pasa 75% o más de sus horas laborables fuera del lugar de negocio del empleador y el mantenimiento de la hoja de trabajo enseñando el principio y fin de cada jornada de trabajo para dicho personal impone innecesarias dificultades al empleador o le impone riesgos por la dificultad para controlar la exactitud de dicha información, archivos de las horas trabajadas diaria y semanalmente serán suficientes para cumplir con los requerimientos del mantenimiento de archivos que impone esta sección. Aún así, en dicho caso el registro original de las horas trabajadas debe ser hecho por el empleado en su propio nombre y las entradas hechas en dicho registro por el empleado deben ser usadas como base para la creación de nóminas de pago.

De acuerdo a los términos de la sección 31-23 de los Estatutos Generales del Estado de Connecticut, ningún menor de menos de 16 años puede ser empleador o permitido que trabajen en ningún restaurante.

Gary K. Pechie
Director





SEXUAL HARASSMENT IS ILLEGAL

and is prohibited by
**The Connecticut Discrimination Employment Practices Act, and
Title VII of the Civil Rights Act of 1964**

Sexual harassment means: "Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

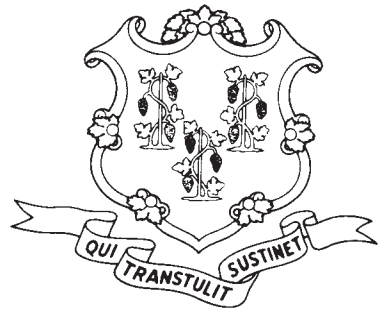
Individuals who engage in acts of sexual harassment may be subject to civil and criminal penalties.

Examples of Sexual Harassment	Remedies For Sexual Harassment
• Unwelcome sexual advances • Suggestive or lewd remarks • Unwanted hugs, touches, or kisses • Requests for sexual favors • Retaliation for complaining about sexual harassment • Derogatory or pornographic posters, cartoons or drawings	• Cease and desist orders • Back pay • Compensatory damages • Hiring, promotion or reinstatement • Emotional distress damages

Connecticut law requires that a written complaint be filed with the Commission within 300 days of the date the alleged harassment for events occurring on or after October 1, 2019. For harassment occurring before October 1, 2019, complaints must be filed within 180 days of the harassment.

If you feel you have been discriminated against, contact the Connecticut Commission on Human Rights and Opportunities at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO

NOTICE TO EMPLOYEES



State of Connecticut Workers' Compensation Commission

Revised 10-01-2021

The Workers' Compensation Act (Connecticut General Statutes Chapter 568) requires your employer,

to provide benefits to you in case of injury or occupational disease in the course of employment.

Section 31-294b of the Workers' Compensation Act states "Any employee who has sustained an injury in the course of his employment shall immediately report the injury to his employer, or some person representing his employer. If the employee fails to report the injury immediately, the administrative law judge may reduce the award of compensation proportionately to any prejudice that he finds the employer has sustained by reason of the failure, provided the burden of proof with respect to such prejudice shall rest upon the employer."

An injury report by the employee is NOT an official written notice of claim for workers' compensation benefits; the Workers' Compensation Commission's Form 30C is necessary to satisfy this requirement.

NOTE: You must comply with P. A. 17-141 (see next box, below) when filing a compensation claim.

The INSURANCE COMPANY or SELF-INSURANCE ADMINISTRATOR is:

Name _____

Address _____ Telephone _____

City/Town _____ State _____ Zip Code _____

Approved Medical Care Plan ☐ Yes ☐ No

The State of Connecticut Workers' Compensation Commission office for this workplace is located at:

Address _____ Telephone _____

City/Town _____ State _____ Zip Code _____

Public Act 17-141 allows an employer the option to designate and post – "in the workplace location where other labor law posters required by the Labor Department are prominently displayed" and on the Workers' Compensation Commission's website [wcc.state.ct.us] – a location where employees must file claims for compensation.

If your employer has listed a location below, you **MUST** file your compensation claim there.

When filing your claim, you are also required – by law – to send it by certified mail.

If blank below, ask your employer where to file your claim.

Employer Name _____

Address _____ Telephone _____

City/Town _____ State _____ Zip Code _____

THIS NOTICE MUST BE IN TYPE OF NOT LESS THAN TEN POINT BOLD-FACE AND POSTED IN A CONSPICUOUS PLACE IN EACH PLACE OF EMPLOYMENT. FAILURE TO POST THIS NOTICE WILL SUBJECT THE EMPLOYER TO STATUTORY PENALTY (Section 31-279 C.G.S.).

Date Posted: _____

Any questions as to your rights under the law or the obligations of the employer or insurance company should be addressed to the employer, the insurance company, or the Workers' Compensation Commission (1-800-223-9675).

DOMESTIC VIOLENCE RESOURCES IN CONNECTICUT

Domestic violence is a pattern of coercive, controlling behavior that can include emotional abuse, psychological abuse, physical abuse, sexual abuse, and/or financial abuse. It is the result of a person's feeling of entitlement to have power and control over their partner or family member and their choice to use abusive behaviors to gain and maintain that power and control. The pattern of abusive behavior is designed to make the victim dependent upon the abuser, leaving the victim feeling scared, confused, and insecure about their ability to survive on their own, financially or otherwise.

If you or someone you know is experiencing an abusive relationship, help is available.
Whether you need information, help, or just someone to talk to, we're here to listen.



CTSafeConnect

Connecticut's domestic violence information and resource hub

CTSafeConnect.org | 888.774.2900

CALL • TEXT • CHAT • EMAIL • 24/7

All services are safe, free, confidential & voluntary

Safe Connect advocates can help you think through options and get you connected with one of CCADV's 18 local domestic violence organizations for services such as counseling, support groups, advocacy for accessing basic needs, court-based advocacy, age-appropriate child advocacy, and support in finding shelter and other housing options."

IT IS ILLEGAL TO DISCRIMINATE AGAINST SOMEONE BASED ON THEIR STATUS AS A VICTIM OF DOMESTIC VIOLENCE

Your employer cannot treat you differently or take actions against you based on your status as a victim of domestic violence, nor can they deny you reasonable leave of absence for certain issues related to the abuse you or your dependent children have experienced, including:

- (i) Seeking attention for injuries caused by domestic violence, including for a child;
- (ii) Obtaining services including safety planning from a domestic violence or rape crisis center;
- (iii) Obtaining psychological counseling related to domestic violence, including for a child;
- (iv) Taking other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or
- (v) Obtaining legal services, assisting in the prosecution of the offense, or otherwise participating in legal proceedings in relation to domestic violence.

If you feel you have been discriminated against due to your status as a victim of domestic violence or if you have been denied a reasonable leave of absence to deal with issues related to abuse, contact the Connecticut Commission on Human Rights and Opportunities at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO





NOTICE OF EMPLOYEE RIGHTS UNDER THE CONNECTICUT FAMILY AND MEDICAL LEAVE ACT (CTFMLA) & CONNECTICUT PAID LEAVE ACT (CTPL)

CONNECTICUT DEPARTMENT OF LABOR AND CONNECTICUT PAID LEAVE AUTHORITY

LEAVE ENTITLEMENT AND ELIGIBILITY:

The CTFMLA provides eligible employees, after 3 consecutive months on the job, up to 12 weeks of unpaid, job-protected leave during a 12-month period for qualifying family or medical leave reasons. Employees are entitled to return to their same job at the end of leave. The CTPL provides income replacement benefits to eligible employees who are unable to work for the same leave reasons. These leave options may run at the same time.

Qualifying reasons for leave include:

- The birth of a child and care within the first year after birth;
- The placement of a child with employee for adoption or foster care and care for child within the first year after placement;
- To care for a family member with a serious health condition. Family includes spouse (the person to whom one is legally married), sibling, son or daughter, grandparent, grandchild or parent, or an individual related to the employee by blood or affinity;
- Because of the employee's own serious health condition;
- To serve as an organ or bone marrow donor;
- To address qualifying exigencies arising from a spouse, son, daughter or parent's active duty service in the armed forces; or
- To care or a spouse, son, daughter, parent or next of kin with a serious injury or illness incurred on active duty in the armed forces.

It also allows eligible employees to receive two extra weeks of leave (up to a total of 14 weeks) in connection with an incapacity that occurs during pregnancy. CTFMLA further allows eligible employees to take up to 26 weeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness.

Employees may also take up to 12 days of leave to deal with the effects of family violence separate from leave time available under state or federal law. While this is not protected under CTFMLA, it is protected under the Connecticut Family Violence Leave Act and an employee can apply for CTPL in connection with these absences.

Leave does not have to be taken all at once. Employees may take leave intermittently (in separate blocks of time) or to reduce their work schedule.

CTFMLA leave is unpaid. However, an employer may require, or an employee may request to use their accrued, paid time off. An employee may choose to preserve up to 2 weeks of their accrued, paid time off. This accrued, paid time off is in addition to the income-replacement benefits available to employees under CTPL.

APPLYING FOR INCOME-REPLACEMENT BENEFITS UNDER CTPL

Wage replacement benefits under the CTPL may also be available for CTFMLA absences. More information about Connecticut's Paid Leave program and instructions for how to apply are available at <https://ctpaidleave.org/>.

Some employers have received approval from the CT Paid Leave Authority to provide CTPL benefits to their employees through an approved private plan instead of through the state's CTPL program. Employers that have approved private plans are required to notify their employees how to file claims for benefits through their private plan and who the employees can contact for answers to questions about their plan. CTPL benefits are available for up to 12 weeks in a 12-month period, with an additional two weeks available to an employee for incapacity or medical treatment during pregnancy. Benefits are limited to 12 days for leave to deal with the effects of family violence.

EMPLOYER NOTIFICATION FOR CTFMLA LEAVE

Employees should provide at least 30-days advance notice to their employer of the need to take CTFMLA leave if they can. If they are unable to because they do not know they need leave, the employee must provide notice as soon as they can. An employer may require a medical certification to support a request for leave.

WHAT IS PROHIBITED?

The CTFMLA prohibits employers from:

- Interfering with or denying any rights provided by the CTFMLA or CTPL. Examples include, but are not limited to, improperly refusing to grant CTFMLA leave or discouraging employees from using CTFMLA leave or applying for CTPL benefits.
- Disciplining, terminating, discriminating against, or retaliating against any individual for taking CTFMLA leave or applying for CTPL benefits, for opposing or complaining about any unlawful practice, or being involved in any proceeding related to the CTFMLA.

If you believe that your CTFMLA rights have been violated, you can either file a complaint directly in Superior Court or with the Connecticut Department of Labor.

To file a CTFMLA complaint with the Connecticut Department of Labor, complete and submit the appropriate CTFMLA complaint form found on the Department's website found at [THE CONNECTICUT FAMILY & MEDICAL LEAVE ACT and CT PAID LEAVE APPEALS](#).

More information about the CTFMLA is available at [THE CONNECTICUT FAMILY & MEDICAL LEAVE ACT and CT PAID LEAVE APPEALS](#) and CTPL at <https://ctpaidleave.org/>.



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Individuals who engage in acts of sexual harassment may be subject to civil and criminal penalties.

Examples of Sexual Harassment	Remedies For Sexual Harassment
• Unwelcome sexual advances • Suggestive or lewd remarks • Unwanted hugs, touches, or kisses • Requests for sexual favors • Retaliation for complaining about sexual harassment • Derogatory or pornographic posters, cartoons or drawings	• Cease and desist orders • Back pay • Compensatory damages • Hiring, promotion or reinstatement • Emotional distress damages

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