



**Philadelphia, Pennsylvania
& Federal
Labor Law Posters**

PHILADELPHIA CITY LABOR LAW POSTER

Promoting Healthy Families and Workplaces

Chapter 59-4100
Effective May 13, 2015

REQUIRES PAID OR UNPAID SICK LEAVE

Examples of violations:

Denied use of paid or unpaid sick leave;
Not tracking accrual of sick leave;
Not notifying employees of this benefit;
Not allowing to carry over sick leave each year;
Requiring a note for two days or less;
Not accepting a reasonable note;
Requiring a worker to find coverage;
Requiring a worker to make up hours;
And not allowing sick leave for sexual assault or domestic abuse.

Employees exempted from this law:

- Hired to work 6 months or less
- Hired for a 16 week period/ seasonal worker
- Independent contractor/ 1099 tax form
- Covered by a collective bargaining agreement
- Adjunct professor
- Pool employee or Per Diem
- Student intern

If you believe you have been misclassified contact our office.

Employer requirements:

Employees will earn 1 hour of sick leave for every 40 hours of work, which may be limited to 40 hours each year.

The employer will keep records of sick leave accrual and use for all employees for **2 years**.

The employer will notify all employees of their right to this benefit.

The employer will provide **unpaid** sick leave for 9 or less employees.

The employer will provide **paid** sick leave for 10 or more employees at the regular rate of pay.

The employer will allow unused sick leave time to carry over from one year to the next year or front load.

The employer will provide earned unpaid sick leave once the employee has exhausted paid sick leave.

Learn More

EMPLOYERS

Request compliance assistance by contacting the Office of Worker Protections.

EMPLOYEES

File a complaint by contacting the Office of Worker Protections or file a lawsuit in Court.



RETALIATION BY EMPLOYERS IS ILLEGAL.

100 S. BROAD STREET — 4TH FLOOR, PHILADELPHIA PA 19102 • WORKERPROTECTION@PHILA.GOV • PHILA.GOV/LABOR



Department of Labor
CITY OF PHILADELPHIA



215-686-0802
Worker Protection Hotline



PHILADELPHIA CITY LABOR LAW POSTER

Promoviendo familias y lugares de trabajo saludables

Capítulo 59-4100

Vigente a partir del 13 de mayo de 2015

REQUIERE LICENCIA POR ENFERMEDAD PAGA O NO

Ejemplos de infracciones:

- Negar el uso de licencia por enfermedad paga o no.
- No realizar seguimiento de la acumulación de licencia por enfermedad.
- No notificar a los empleados sobre este beneficio.
- No permitir transferir el tiempo de licencia por enfermedad de un año a otro.
- Requerir una nota médica por dos días o menos.
- No aceptar una nota médica razonable.
- Exigir que un trabajador encuentre quien le cubra.
- Exigir a un trabajador que recupere las horas de licencia.
- No permitir una licencia por enfermedad debido a agresión sexual o abuso doméstico.

Empleados exentos de esta ley:

- Aquellos contratados para trabajar 6 meses o menos
- Aquellos contratados por un período de 16 semanas/ trabajador de temporada
- Los contratistas independientes/Formulario de impuestos 1099
- Aquellos cubiertos por un acuerdo de negociación colectiva
- Los profesores adjuntos
- Los empleados de piscinas, o por día
- Los estudiantes en prácticas

Si cree que ha sido clasificado de forma errónea, contacte a nuestra oficina.

Requisitos del empleador:

- Los empleados ganarán 1 hora de licencia por enfermedad por cada 40 horas de trabajo, lo que podrá limitarse a 40 horas cada año.
- El empleador mantendrá registros de la acumulación y uso de licencias por enfermedad de todos los empleados durante 2 años.
- El empleador notificará a todos los empleados sobre su derecho a este beneficio.
- El empleador proporcionará licencia por enfermedad no paga si tiene 9 empleados o menos.
- El empleador proporcionará licencia por enfermedad paga si tiene 10 empleados o más a la tasa de pago regular.
- El empleador permitirá que el tiempo de licencia por enfermedad no utilizado se transfiera de un año al año siguiente o se tomen de manera anticipada.
- El empleador proporcionará licencia por enfermedad no remunerada ganada una vez que el empleado haya agotado la licencia por enfermedad remunerada.

Más información

EMPLEADORES

Soliciten asistencia para el cumplimiento comunicándose con la Oficina de Protección al Trabajador.

EMPLEADOS

Presenten una queja comunicándose con la Oficina de Protección al Trabajador o presenten una demanda ante el tribunal.



LAS REPRESALIAS POR PARTE DE LOS EMPLEADORES SON ILEGALES.

100 S. BROAD STREET — 4TH FLOOR, PHILADELPHIA PA 19102 • WORKERPROTECTION@PHILA.GOV • PHILA.GOV/LABOR



Department of Labor
CITY OF PHILADELPHIA



215-686-0802

Línea directa de protección al trabajador



PHILADELPHIA CITY LABOR LAW POSTER

DOMESTIC VIOLENCE



PHILADELPHIA COMMISSION ON HUMAN RELATIONS

YOUR RIGHTS TO UNPAID LEAVE DUE TO DOMESTIC OR SEXUAL VIOLENCE

Effective January 5, 2009, the City of Philadelphia adopted a new ordinance called "Entitlement to Leave Due to Domestic or Sexual Violence." If you, or a family or household member, have been the victim of domestic violence, sexual assault or stalking you may be entitled to take certain amounts of unpaid leave from work.

Reasons for Taking Leave

You may take leave to do any of the following for yourself or your household or family member:

- Seek medical attention for physical or psychological injuries;
- Obtain help from an organization that provides services to domestic or sexual violence victims;
- Obtain counseling or therapy;
- Make safety plans, including possibly relocating to increase safety;
- Seek legal assistance.

Advance Notice and Certification

- You must provide your employer with at least 48-hours notice of the leave unless it is not practicable for you to do so.
- Your employer can require you to provide a certification of the domestic or sexual violence and the reason that you must take the leave.

Job Benefits and Protection

- You may take up to 8 workweeks of leave in a 12-month period if you work for an employer who employs 50 or more employees.
- You may take up to 4 workweeks of leave in a 12-month period if you work for an employer who employs fewer than 50 employees.
- This leave, when added to any leave you have taken under

the Family and Medical Leave Act (FMLA), cannot be more than the 12 weeks in a 12-month period provided under the FMLA.

- You may take this leave intermittently or on a reduced work schedule.
- You may use any paid leave available under your employer's policies during this leave, but it will not increase the amount of leave you can take.
- You are entitled to maintain all benefits accrued prior to taking the leave.
- For the duration of your leave, your employer must continue the health benefits for you and your family or household members on the same terms as if you were not on leave; you must continue to pay your share of the cost.
- Upon return from leave, you must be restored to your original position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment.
- All information provided by you to your employer pursuant to the law must be kept confidential.

Unlawful Acts by Employers

You may file a complaint against your employer if your employer refuses to grant you leave or retaliates against you for taking or requesting to take leave.

TO FILE A COMPLAINT OR FOR MORE INFORMATION CONTACT:

THE PHILADELPHIA COMMISSION ON HUMAN RELATIONS

Phone: (215) 686-4670

Email: pchr@phila.gov

The Curtis Center

601 Walnut Street, Suite 300 South

Philadelphia, PA 19106 www.phila.gov/humanrelations

*This official notice must be posted wherever employees are performing work.

Official Print Size - 8.5" x 11"

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PHILADELPHIA CITY LABOR LAW POSTER



COMISIÓN DE FILADELPHIA SOBRE RELACIONES HUMANAS

SUS DERECHOS A LICENCIA NO PAGADA DEBIDO A VIOLENCIA DOMÉSTICA O SEXUAL

A partir del 5 de enero de 2009, la ciudad de Filadelfia adoptó una nueva ordenanza llamada "Derecho a mudarse debido a violencia doméstica o sexual". Si usted, o un familiar o miembro del hogar, ha sido víctima de violencia doméstica, agresión sexual o acecho puede tener derecho a tomarse cierta cantidad de licencia no remunerada.

Razones para tomarse la licencia

Puede tomar una licencia para hacer cualquiera de las siguientes acciones para usted o su familia o miembro de su familia:

- Buscar atención médica por lesiones físicas o psicológicas;
- Obtener ayuda de una organización que brinde servicios a víctimas de violencia doméstica o sexual;
- Obtener asesoramiento o terapia;
- Hacer planes de seguridad, incluida la posible reubicación para aumentar su seguridad;
- Buscar asistencia legal.

Notificación y certificación previas

- Debe proporcionar a su empleador un aviso de la licencia con al menos 48 horas de anticipación, a menos que no sea posible hacerlo.
- Su empleador puede exigirle que proporcione una certificación de la violencia doméstica o sexual y la razón por la que debe tomar la licencia.

Beneficios y protección laboral

- Puede tomarse hasta 8 semanas laborales de licencia en un periodo de 12 meses si trabaja para un empleador que emplea a 50 o más empleados.
- Puede tomarse hasta 4 semanas laborales de licencia en un periodo de 12 meses si trabaja para un empleador que emplea a menos de 50 empleados.

- Esta licencia, cuando se agrega a cualquier licencia que haya tomado bajo la Ley de Licencia Médica y Familiar (FMLA), no puede exceder las 12 semanas en un periodo de 12 meses previsto bajo la FMLA.
- Puede tomarse esta licencia de manera intermitente o con un horario de trabajo reducido.
- Puede usar cualquier licencia pagada disponible bajo las políticas de su empleador durante esta licencia, pero no aumentará el monto de licencia que puede tomar.
- Tiene derecho a conservar todos los beneficios acumulados antes de tomar la licencia.
- Durante la duración de su licencia, su empleador debe continuar con los beneficios de salud para usted y su familia o miembros del hogar en los mismos términos como si no estuviera de licencia; debe continuar pagando su parte del costo.
- Al regresar de la licencia, debe ser restaurado a su cargo original o un cargo equivalente con beneficios, pago y otros términos y condiciones de empleo equivalentes.
- Toda la información proporcionada por usted a su empleador de conformidad con la ley debe mantenerse confidencial.

Actos ilegales de los empleadores

Puede presentar una queja contra su empleador si su empleador se niega a otorgarle un permiso o toma represalias contra usted por tomar o solicitar una licencia.

TO FILE A COMPLAINT OR FOR MORE INFORMATION CONTACT:

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PHILADELPHIA CITY LABOR LAW POSTER

PREGNANCY DISCRIMINATION

PROTECTING PREGNANT EMPLOYEES is a matter of *law* in Philadelphia!!!

As of January 2014, the Fair Practices Ordinance requires reasonable workplace adjustments so YOU can do your job.

PREGNANT? RECOVERING FROM CHILDBIRTH? HAVE RELATED MEDICAL CONDITIONS?



It's your RIGHT to ask for . . .

Bathroom breaks,

Rest breaks

*Help with manual
labor or lifting items*

*Changes to your work
environment*

or

*Unpaid medical leave
without penalty*

Questions? Concerns?
Contact us!



Philadelphia Commission on Human
Relations

(215) 686-4670

www.phila.gov/humanrelations



PHILADELPHIA CITY LABOR LAW POSTER

LA PROTECCIÓN DE LAS EMPLEADAS EMBARAZADAS ¡¡¡está amparada por **ley** en Filadelfia!!!

A partir de enero de 2014, la Ordenanza sobre prácticas justas exige ajustes razonables en el lugar de trabajo para que USTED pueda hacer su trabajo.

¿EMBARAZADA?

¿SE ESTÁ RECUPERANDO DE UN PARTO?

¿TIENEN CONDICIONES MÉDICAS RELACIONADAS?



Es su **DERECHO** pedir . . .

Descansos para ir al baño,

Descansos

Ayuda con trabajo manual

o levantando objetos

*Cambios en su ambiente de
trabajo*

o

Licencia médica no pagada

sin penalizaciones

¿Preguntas? ¿Preocupaciones?

¡Contáctenos!



**Comisión de Filadelfia sobre Relaciones
Humanas**

(215) 686-4670

www.phila.gov/humanrelations



PHILADELPHIA CITY LABOR LAW POSTER

Fair Workweek Employment Standards

Chapter §9-4600
Effective April 1, 2020

Fair Workweek Predictable Scheduling

Examples of violations:

- Not providing a good faith estimate
- Providing a schedule that has significant changes from the good faith estimate six times in a twelve-week period.
- Not providing 14-day advance notice of schedule (in 2021).
- Not paying predictability pay for schedule changes.
- Not receiving employee's advance written consent when scheduled to work less than 9 hours after a previous day's shift or a shift that spanned two days AND paying \$40.
- Not offering new work hours to existing employees or providing a policy for offering and distributing new available work hours.
- Not getting voluntary consent in writing for additional shifts.
- Not retaining records which demonstrate compliance for two years.
- Not posting this notice in an accessible location.

File a complaint if...

- The employer has more than or equal to 250 employees and more than or equal to 30 locations worldwide.
- The complaint is filed within 2 years of the incident.
- You are a Full Time, Part Time, Seasonal Temp., or Non-Exempt employee who provides retail trade, food or hospitality services.

Employer requirements:

- The employer will provide a good faith estimate of average work hours upon hire.
- The employer will provide advance notice of work schedules.
- The employer will compensate employees predictability pay for schedule changes.
- The employer will provide a rest period of 9 hours between certain shifts.
- The employer will offer existing employees the right to refuse before hiring new employees.
- The employer will provide employees a policy for offering and distributing new available work hours.
- The employer will retain all records that demonstrate compliance for 2 years.
- The employer will post this notice in an accessible conspicuous location.
- The employer will allow employees to decline to work additional hours from the posted work schedule.

Learn More

EMPLOYERS

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EMPLOYEES

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CITY OF PHILADELPHIA



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Worker Protection Hotline



PHILADELPHIA CITY LABOR LAW POSTER

Fair Workweek Employment Standards

Chapter §9-4600
Effective April 1, 2020

Normas de empleo para una semana laboral justa

Algunos ejemplos de violaciones incluyen:

- No proporcionar una estimación de buena fe.
- Proporcionar un cronograma que tenga cambios significativos respecto de la estimación de buena fe seis veces en un período de doce semanas.
- No avisar del horario con 14 días de antelación (en 2021). No pagar el pago de previsibilidad por cambios de horario.
- No recibir el consentimiento previo por escrito del empleado cuando está programado para trabajar menos de 9 horas después del turno del día anterior o un turno que duró dos días y pagar \$40.
- No ofrecer nuevas horas de trabajo a los empleados existentes ni proporcionar una política para ofrecer y distribuir nuevas horas de trabajo disponibles.
- No obtener el consentimiento voluntario por escrito para turnos adicionales.
- No conservar registros que demuestren el cumplimiento durante dos años.
- No publicar este aviso en un lugar accesible.

Presente una queja con nuestra oficina si:

- El empleador tiene 250 empleados o más, y 30 instalaciones o más en todo el mundo.
- La denuncia es presentada en los 2 años siguientes al incidente.
- Usted es un empleado a tiempo completo, a tiempo parcial, de temporada, temporal o no exento que brinda servicios de comercio minorista, alimentación u hospitalidad.

Requisitos del empleador:

- El empleador proporcionará una estimación de buena fe de las horas de trabajo promedio al momento de la contratación.
- El empleador proporcionará aviso previo de los horarios de trabajo.
- El empleador compensará a los empleados con un pago de previsibilidad por los cambios de horario.
- El empleador proporcionará un período de descanso de 9 horas entre determinados turnos.
- El empleador ofrecerá a los empleados existentes el derecho a negarse antes de contratar nuevos empleados.
- El empleador proporcionará a los empleados una política que establezca cómo se ofrecen y distribuyen nuevas horas de trabajo disponibles.
- El empleador conservará todos los registros que demuestren su cumplimiento durante 2 años.
- El empleador publicará este aviso en un lugar visible y accesible.
- El empleador permitirá que los empleados se nieguen a trabajar horas adicionales al horario de trabajo publicado.

Más información

EMPLEADORES

Soliciten asistencia para el cumplimiento comunicándose con la Oficina de Protección al Trabajador.

EMPLEADOS

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PHILADELPHIA CITY LABOR LAW POSTER

EMPLOYMENT DISCRIMINATION



Know your Rights



Everyone in Philadelphia, regardless of who they are, deserves to live freely and safely from unlawful discrimination. The Philadelphia Commission on Human Relations (PCHR), the city's civil rights agency, enforces the anti-discrimination laws and promotes intergroup relations. In Philadelphia, it is illegal for employers, housing providers, businesses, providers of public accommodations and city services to treat individuals differently because of:

Race	Ancestry	Ethnicity	Religion	Age	Gender Identity	Marital Status	Genetic Information
Color	Disability	National Origin	Sex (including pregnancy and breastfeeding)	Sexual Orientation	Familial Status	Domestic or Sexual Violence Victim Status	Source of Income

Not all acts of racism or prejudice rise to the level of illegal discrimination, but may be considered illegal if those acts prevent you from getting or keeping a job, housing, access to a public place or being provided a service.

When a person is treated differently than others in a similar situation based on a protected characteristic, this is disparate treatment. For example, one person getting served in a restaurant, while another person is denied service for wearing a religious head covering could be considered discrimination based on religion.

When policies, practices, or rules appear to be neutral but have an uneven effect on a protected group, this is disparate impact. For example, a policy reserving employee overtime only for after school hours will unevenly impact individuals with children and could be considered discrimination based on familial status.

What can you do?

File a complaint:

- Immediately report acts occurring within city limits.
- Contact our Intake Unit to begin the process.
- Fill out the complaint form. (Complaints of discrimination must be filed within 300 days of the act.)
- Include details of the incident and names, dates, a location, and any other helpful information.
- Staff will review all supplied information and contact you.
- If your complaint meets all legal guidelines it will be accepted.

What happens next?

The process:

- If accepted, your complaint will be docketed, served, and investigated.
- The length of the investigation process varies. Some cases may be resolved quickly by settlement; others may take longer.
- If the investigation determines that more likely than not discrimination occurred, your case will be scheduled for a public hearing before PCHR Commissioners.
- If the Commissioners find in your favor, the Fair Practices Ordinance allows the award of various types of penalties and damages.

If you think you are a victim of discrimination in Philadelphia, make an appointment to see us.

call our office or visit us online for more information

Contact the PCHR at 215 686 4670 or pchr@phila.gov

www.phila.gov/humanrelations



PHILADELPHIA CITY LABOR LAW POSTER

EMPLOYMENT DISCRIMINATION

Conozca sus derechos



Todos en Filadelfia, independientemente de quiénes sean, merecen vivir libres y seguros de la discriminación ilegal. La Comisión de Relaciones Humanas de Filadelfia (PCHR), la agencia de derechos civiles de la ciudad, hace cumplir las leyes contra la discriminación y promueve las relaciones entre grupos. En Filadelfia, es ilegal que los empleadores, los proveedores de vivienda, las empresas, los proveedores de alojamiento público y los servicios de la ciudad traten a las personas de manera diferente debido a:



Raza	Ascendencia	Etnicidad	Religión	Edad	Identidad de género	Estado civil	Información genética
Color	Discapacidad	Origen nacional	Sexo (incluyendo embarazo y lactancia)	Orientación Sexual	Estado familiar	Condición de víctima de violencia doméstica o sexual	Fuente de ingreso

No todos los actos de racismo o prejuicio alcanzan el nivel de discriminación ilegal, pero pueden considerarse ilegales si esos actos le impiden obtener o mantener un trabajo, vivienda, acceso a un lugar público o recibir un servicio. Cuando una persona recibe un trato diferente a otras en una situación similar en base a una característica protegida, se trata de un trato desigual. Por ejemplo, una persona a la que se atiende en un restaurante, mientras que a otra se le niega el servicio por cubrirse la cabeza con motivos religiosos, podría considerarse discriminación basada en la religión. Cuando las políticas, prácticas o reglas parecen ser neutrales pero tienen un efecto desigual en un grupo protegido, se trata de un impacto dispar. Por ejemplo, una política que reserve horas extras de los empleados solo para el horario después de la escuela afectará de manera desigual a las personas con hijos y podría considerarse discriminación basada en el estado familiar.

¿Qué puede hacer?

Presentar una queja:

- Reporte inmediatamente los hechos que ocurran dentro de los límites de la ciudad.
- Comuníquese con nuestra Unidad de Admisión para comenzar el proceso.
- Llenar el formulario de quejas. (Las quejas por discriminación deben presentarse dentro de los 300 días posteriores al acto).
- Incluya detalles del incidente y nombres, fechas, una ubicación y cualquier otra información útil.
- El personal revisará toda la información suministrada y se comunicará con usted.
- Si su queja cumple con todos los lineamientos legales, será aceptada.

¿Qué pasa después?

El proceso:

- Si se acepta, su queja será registrada, entregada e investigada.
- La duración del proceso de investigación varía. (Algunos casos pueden resolverse rápidamente mediante un acuerdo; otros pueden demorar más).
- Si la investigación determina que es más probable que haya habido discriminación, su caso se programará para una audiencia pública ante los comisionados del PCHR.
- Si los Comisionados fallan a su favor, la Ordenanza de Prácticas Justas permite la concesión de varios tipos de sanciones y compensaciones por daños.

Si cree que es víctima de discriminación en Filadelfia, haga una cita para vernos, llame a nuestra oficina o visítenos en línea para obtener más información.

Comuníquese con PCHR al 215-686-4670 o pchr@phila.gov • www.phila.gov/relacioneshumanas



PHILADELPHIA CITY LABOR LAW POSTER

Wage Theft Complaints Chapter 9-4300 Effective July 1, 2016

Provides Protection Against Wage Theft

Examples of Wage Theft include:

- Failure to pay overtime
- Failure to pay minimum wage
- Failure to pay all hours worked
- Failure to pay benefits
- Failure to pay amount promised
- Work off the clock
- Wrongful tip deductions
- Wrongful pay deduction

Employer requirements:

- The employer must pay all compensation to all employees.
- The employer will inform each employee of their rights under this law.
- The employer will include this information in any employee handbook.
- The employer will keep records of hours worked and/or records of compensation provided to all employees.

File a complaint with our office if:

- The complaint is filed within 3 years of when wage theft occurred
- The Wage Theft occurred within city limits.
- The amount of stolen wages is more than \$100 and less than \$10,000

Learn More

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PHILADELPHIA CITY LABOR LAW POSTER

Deuncias por robo de salarios Capítulo 9-4300 Válido desde el 1 de julio de 2016

OFRECE PROTECCIÓN CONTRA EL ROBO DE SALARIOS

Algunos ejemplos de robo salarial son:

- No pagar horas extras.
- No pagar el salario mínimo.
- No pagar todas las horas trabajadas.
- No pagar prestaciones.
- No pagar lo prometido.
- Trabajar fuera del horario establecido.
- Deducciones indebidas de propinas.
- Deducciones indebidas de salario.

Requisitos del empleador:

- El empleador debe pagar la compensación total a todos los empleados.
- El empleador informará a cada empleado sobre sus derechos bajo esta ley.
- El empleador incluirá esta información en cualquier manual del empleado.
- El empleador mantendrá registros de las horas trabajadas y/o de la compensación proporcionada a todos los empleados.

Presente una denuncia si...

- La denuncia se debe presentar dentro de los 3 años posteriores al robo de salario.
- El robo de salario ocurrió dentro de los límites de la ciudad.
- El monto del salario robado es superior a \$100 e inferior a \$10,000.

Conozca más

EMPLEADORES

Solicite asistencia con el cumplimiento contactando a la Oficina de Protecciones del Trabajador.

EMPLEADOS

Presente una denuncia contactando a la Oficina de Protección del Trabajador o una demanda en una Corte.



LA RETALIACIÓN DE LOS EMPLEADORES ES ILEGAL.



Department of Labor
CITY OF PHILADELPHIA



215-686-0802

Línea directa de protección al trabajador



PHILADELPHIA CITY LABOR LAW POSTER

**FAIR
CHANCE**
Philly



ENSURING PEOPLE WITH CRIMINAL RECORDS HAVE A FAIR CHANCE TO WORK

It is illegal in Philadelphia for employers* to ask about your criminal background during the job application process.
(Some employers are exempt)

This means that:

- Employers cannot ask about your criminal background on job applications or during any job interview.
- Employers can run your criminal background check **only after** you receive a conditional offer of employment (final hiring depends on the results of your background check).
- Criminal convictions can only be considered if they occurred within 7 years from when you apply to a job (not counting time of incarceration).
- Arrests that did not lead to conviction cannot be used at any time.

Employers can reject you based on your criminal record **only** if you pose an unacceptable risk to the business or to other people.

If your background check reveals a conviction, the employer must consider:

- The type of offense and the time that has passed since it occurred;
- The connection between the conviction and the job you are applying for; and
- Your job history, character references, and any evidence of rehabilitation.

If you are rejected, the employer must send the decision to you in writing with a copy of the background report used to make the decision.

- You can contest the decision within 10 days by giving an explanation of your criminal record, proof that it is wrong, or proof of rehabilitation.

WE CAN HELP!

If you believe an employer has violated the law, you can file a complaint with the PCHR.



City of
Philadelphia

Philadelphia Commission on Human Relations
601 Walnut Street, Suite 300 South
Philadelphia, PA 19106

(p) (215) 686-4670 www.phila.gov/humanrelations email: pchr@phila.gov @PhillyPCHR



PHILADELPHIA CITY LABOR LAW POSTER

**FAIR
CHANCE**
Philly



GARANTIZA QUE LAS PERSONS CON ANTECEDENTES PENALES TENGAN UNA OPORTUNIDAD JUSTA PARA TRABAJAR

Es ilegal en Filadelfia que los empleadores* pregunten sobre sus antecedentes penales durante el proceso de solicitud de empleo.
(Algunos empleadores están exentos.)

Esto significa que:

- Los empleadores no pueden preguntar sobre sus antecedentes penales en las solicitudes de empleo o durante una entrevista de trabajo.
- Los empleadores pueden realizar una comprobación de antecedentes penales **SOLO DESPUÉS** de que realicen un ofrecimiento condicional de empleo (la contratación dependerá de los resultados de la comprobación de sus antecedentes).
- **SOLO** pueden considerarse las condenas que hayan ocurrido hace menos de 7 años del momento en que se solicita el empleo (sin contar el tiempo en prisión).
- Los arrestos que no hayan conducido a una condena no pueden considerarse en una decisión de empleo.
- Los empleadores pueden rechazar su solicitud según sus antecedentes penales **SOLO** si usted representa un riesgo inaceptable para la empresa u otras personas.
- Si sus antecedentes revelan una condena, el empleador debe considerar:
 - El tipo de delito y el tiempo que ha pasado desde que ocurrió.
 - La relación de la condena con el empleo que está solicitando.
 - Su historial de empleo, sus referencias y cualquier evidencia de rehabilitación.
- Si le rechazan, el empleador debe enviarle la decisión por escrito con una copia del informe de antecedentes que se usó para tomar la decisión.
- Usted tiene 10 días para brindar una explicación de sus antecedentes, probar que son incorrectos o probar que está rehabilitado.

¡PODEMOS AYUDAR!

Si cree que un empleador ha violado la ley, puede presentar una queja ante la PCHR.

Comisión para las Relaciones Humanas en Filadelfia

Philadelphia Commission on Human Relations

601 Walnut Street, Suite 300 South, Philadelphia, PA 19106

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City of
Philadelphia



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 LaborLawCenter.com



NO SMOKING NOTICE



NO SMOKING NO FUMAR

There's a new Air about Pennsylvania Smoke-Free is now the Law!

Hay un nuevo aire sobre Pennsylvania Libre de humo es ahora la Ley!

PRINT

PENNSYLVANIA WORKER AND COMMUNITY RIGHT TO KNOW ACT



EMPLOYEE WORKPLACE NOTICE | PUBLIC SECTOR

Pennsylvania Worker and Community Right To Know Act

The Pennsylvania Worker and Community Right to Know Act requires that information about hazardous substances in the workplace and in the environment is available to public sector employees and employees of private sector workplaces not covered by the Federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard and to all persons living or working in the state. Employee rights listed below are further defined in the Worker and Community Right to Know Act (PL 734, No. 159) and Regulations. For additional information, contact the Department of Labor & Industry, Bureau of Workers' Compensation, Health & Safety Division, 1171 S. Cameron Street, Room 324, Harrisburg, Pennsylvania 17104-2501; (717) 772-1635; E-mail: RA-LI-BWC-SAFETY@pa.gov.

Employee Workplace Notice: Public sector employers (including state and local government agencies and public schools and public universities) and private sector employers not covered by the OSHA Hazard Communication Standard must post this notice informing employees of their rights under the law. This notice must be posted prominently in the workplace at a location where employee notices are normally posted.

Training: Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must provide an annual education and training program to employees exposed to hazardous substances. The training program may be presented either in written form or in training sessions.

Hazardous Substance Survey Form: The Hazardous Substance Survey Form (HSSF) provides an inventory of the hazardous substances found in the workplace during the prior calendar year. All employers must complete a workplace HSSF annually. Public sector employers and private sector employers not covered by OSHA must post the HSSF prominently in the workplace and must provide a copy to any employee upon request.

Work Area List: The Work Area List names the hazardous substances used or produced in a specific work area in the workplace. Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must update a Work Area List at least annually, must provide a copy to any employee of the work area upon request, and must offer a copy to any employee newly assigned to that work area.

Material Safety Data Sheet: The Material Safety Data Sheet (MSDS) provides detailed information about a hazardous substance. In public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard, an MSDS must be accessible in the work area where the hazardous substance it describes is used. MSDSs must be readily available to employees without the intervention or permission of management or supervisors, and any employee may obtain and examine an MSDS for any hazardous substance in the workplace. If an employee's request to obtain a copy of an MSDS is made to the employer in writing and, after five working days from the date the request is made, the employer fails to furnish the employee with an MSDS in the employer's possession or fails to provide the employee with proof of the employer's effort to obtain the requested MSDS from the manufacturer, importer, supplier or distributor and from the Department of Labor & Industry, the requesting employee may refuse to work with the substance.

Environmental Hazard Survey Form: The Environmental Hazard Survey Form (EHSF) provides information about any environmental hazards emitted, discharged or disposed of from the workplace. All employers are required to complete an EHSF when and if requested to do so by the Department of Labor & Industry. If an EHSF has been completed by a public sector employer or a private sector employer not covered by the OSHA Hazard Communication Standard, a copy must be provided to any employee upon request.

Labeling: All containers and parts of pipelines of hazardous and non-hazardous substances in public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard must be properly labeled. Employers must ensure that each label, sign, placard or other operating instruction is prominently affixed and displayed on the container or part of a pipeline system so that employees can easily identify the contents.

Health and Exposure Records: Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must maintain and allow employee access to records of employee chemical exposure to the extent required by OSHA (under 29 CFR 1910.1200) or by the Mine Safety Health Administration (under 30 CFR 70.210 and 71.210).

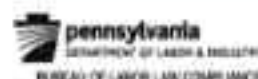
Non-discrimination: If a public sector employee or an employee of a private sector workplace not covered by the OSHA Hazard Communication Standard believes that he or she has been discharged, disciplined or discriminated against by an employer for exercising his or her rights granted under the Pennsylvania Worker and Community Right to Know Act, that employee has 180 days from the date of the alleged violation to file a written complaint with the Department of Labor & Industry, Bureau of PENNSAFE.

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

LIBC-262 REV 03-20

PRINT

PENNSYLVANIA MINIMUM WAGE



MINIMUM WAGE LAW SUMMARY

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

The Pennsylvania Minimum Wage Act establishes a fixed Minimum Wage and Overtime Rate for employees. It also sets forth compliance-related duties for the Department of Labor & Industry and for employers. In addition, the Minimum Wage Act provides penalties for noncompliance. This summary is for general information only and is not an official position formally adopted by the Department of Labor & Industry.

Overtime Rate: Workers shall be paid 1½ times their regular rate of pay after 40 hours worked in a workweek (Except as Described)

MINIMUM WAGE RATE:
\$7.25 per hour Effective July 24, 2009
(Except as Described)

Tipped Employees: An employer may pay a minimum of \$2.83 per hour to an employee who makes \$135.00 per month in tips. The employer must make up the difference if the tips and \$2.83 do not meet the regular Pennsylvania minimum wage.

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

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

Exemptions: Overtime applies to certain employment classifications.

Special Allowances For: Students, learners and people with disabilities, upon application only.

EXEMPTIONS FROM BOTH Minimum Wage and Overtime Rates

- Labor on a farm
- Domestic service in or about the private home of the employer
- Delivery of newspapers to the consumer
- Publication of weekly, semi-weekly or daily newspaper with a circulation of less than 4,000 when the major portion of circulation is in the county where published or a bordering county
- Bona fide outside salesman
- Educational, charitable, religious, or nonprofit organization where no employer-employee relationship exists and service is rendered gratuitously
- Golf caddy
- In seasonal employment, if the employee is under 18 years of age or if a student under 24 years of age is employed by a nonprofit health or welfare agency engaged in activities dealing with children with disabilities or by a nonprofit day or resident seasonal recreational camp for campers under the age of 18 years, which operates for a period of less than three months in any one year
- In employment by a public amusement or recreational establishment, organized camp, or religious or nonprofit educational conference center, if (i) it does not operate more than seven months a year or (ii) during the preceding calendar year, the average receipts for any 6 months were not more than 33% of its average receipts for the other 6 months of such year

- Individuals with a physical or mental deficiency or injury may be paid less than the applicable minimum wage if a license specifying a rate commensurate with productive capacity is obtained from the Bureau of Labor Law Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750); or a federal certificate is obtained under Section 14(c) of the Fair Labor Standards Act from the U.S. Department of Labor

EXEMPTIONS FROM OVERTIME RATES

- A seaman
- Any salesman, parts man or mechanic primarily engaged in selling and servicing automobiles, trailers, trucks, farm implements or aircraft, if employed by a non-manufacturing establishment primarily engaged in the selling of such vehicles to ultimate purchasers. (Example: 51% of business is selling as opposed to 49% in servicing such vehicles)
- Taxicab driver
- Any employee of a motor carrier the Federal Secretary of Transportation has power to establish qualifications and maximum hours of service under 49 U.S.C. Section 3102 (b)(1) and (2) (relating to requirements for qualifications, hours of service, safety and equipment standards)
- Any employee engaged in the processing of maple sap into sugar (other than refined sugar) or syrup
- Employment by a motion picture theatre
- Announcer, news editor, chief engineer of a radio or television station, the major studio of which is located in:
 - City or town of 100,000 population or less, if it is not part of a standard metropolitan statistical area having a total population in excess of 100,000; or
 - City or town of 25,000 population or less, which is part of such an area but is at least 40 airline miles from the principal city in the area
- The hours of an employee of an air carrier subject to the provisions of Title II of the Railway Labor Act (Public Law 69-257, 44 Stat. 577, 45 U.S.C. § 181 et seq.) when:
 - the hours are voluntarily worked by the employee pursuant to a shift-trading practice under which the employee has the opportunity to reduce hours worked in any workweek by voluntarily offering a shift for trade or reassignment; or
 - the required hours of work, wages and overtime compensation have been agreed to either in a collective bargaining agreement between the employer and labor organization representing employees for purposes of collective bargaining or pursuant to a voluntary agreement or understanding arrived at between the employer and employee

FOR QUESTIONS/COMPLAINTS

CONTACT:	COUNTIES SERVED:		
Bureau of Labor Law Compliance Altoona District Office 1130 12th Avenue, Suite 200 Altoona, PA 16601-3486 Phone: 814-940-6224 or 877-792-6198	Armstrong Bedford Blair Cambria Cameron Centre Clarion Clearfield	Clinton Elk Fayette Forest Fulton Huntingdon Indiana	Jefferson McKean Mifflin Pottler Somerset Warren Westmoreland

PENNSYLVANIA MINIMUM WAGE (Continued)

- Switchboard operator employed by an independently-owned public telephone company which has no more than 750 stations
- Employees not subject to civil service laws who hold elective office or are on the personal staff of such an officeholder, are immediate advisers to the officeholder, or are appointed by the officeholder to serve on a policy making level
- Executive, Administrative, and Professional employees, as defined by the Department

ALLOWANCES

Wages paid to any employee may include reasonable cost of board, lodging and other facilities. This may be considered as part of the minimum wage if the employee is notified of this condition and accepts it as a usual condition of employment at the time of hire or change of classification. The wages, including food credit plus tips, must equal the current minimum wage.

Board: Food furnished in the form of meals on an established schedule.

Lodging: Housing facility available for the personal use of the employee at all hours.

Reasonable Cost: Actual cost, exclusive of profit, to the employer or to anyone affiliated with the employer.

EXCEPTIONS FROM MINIMUM WAGE RATES

- Learners and students (bona fide high school or college), after obtaining a Special Certificate from the Bureau of Labor Law Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750) may be paid 85% of the minimum wage as follows:

Learners: 40 hours a week. Maximum eight weeks

Students: Up to 20 hours a week. Up to 40 hours a week during school vacation periods

MORE INFORMATION IS AVAILABLE ONLINE

Additional information about the Minimum Wage Act is available online at: www.dli.pa.gov.

PA Keyword: Minimum Wage. From the Web site you can submit a complaint form, find answers to **frequently asked questions** and read more about the Minimum Wage Act.

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

LLC-1 REV 06-22

CONTACT:	COUNTIES SERVED:
Bureau of Labor Law Compliance Harrisburg District Office 651 Boas Street, Room 1301 Harrisburg, PA 17121-0750 Phone: 717-787-4671 or 800-932-0665	Adams Columbia Cumberland Dauphin Franklin Juniata Lancaster Lebanon Montour
Bureau of Labor Law Compliance Philadelphia District Office 110 North 8th St, Suite 203 Philadelphia, PA 19107 Phone: 215-560-1858 or 877-817-9497	Bucks Chester Delaware Montgomery Philadelphia
Bureau of Labor Law Compliance Pittsburgh District Office 301 5th Avenue, Suite 330 Pittsburgh, PA 15222 Phone: 412-565-5300 or 877-504-8354	Allegheny Beaver Butler Crawford Erie Greene Lawrence Mercer Venango Washington
Bureau of Labor Law Compliance Scranton District Office 201-B State Office Bldg. 100 Lackawanna Avenue Scranton, PA 18503 Phone: 570-963-4577 or 877-214-3962	Berks Bradford Carbon Lackawanna Lehigh Luzerne Lycoming Monroe Northampton Pike Schuylkill Sullivan Susquehanna Tioga Wayne Wyoming

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CHILD LABOR LAWS



ABSTRACT OF THE CHILD LABOR ACT HOURS PROVISIONS

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

This summary is for general information, and is not to be considered in the same light as official statements contained in the Act or its regulations. **Minors under 16 must have a written statement by the minor's parent or guardian acknowledging the duties and hours of employment and granting permission to work.**

HOURS OF EMPLOYMENT—AGES 14 & 15*

HOURS OF EMPLOYMENT

During School Term: Maximum three hours on school days, eight hours on any other day, and 18 hours per school week (Monday—Friday), and only at a time that does not interfere with school attendance. Plus eight additional hours on Saturdays and Sundays.

Exception: Students 14 and older, whose employment is part of a recognized school work program, may be employed for hours, when combined with school hours, not exceeding eight in a day.

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

WORK TIME

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

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

HOURS OF EMPLOYMENT—AGES 16 & 17**

HOURS OF EMPLOYMENT

During School Term: Maximum eight hours a day and 28 hours per school week (Monday—Friday). Plus eight additional hours on Saturdays and Sundays.

During School Vacations: Maximum 48 hours/week; 10 hours/day; a minor may refuse any request to work greater than 44 hours/week.

WORK TIME

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

Exceptions: During school vacations, minors may be employed until 1 a.m. Members of volunteer fire companies may continue serving in answer to a fire call until excused by chief.

* Minors employed as sports attendants are not subject to the Act's hours and work time restrictions.

**EXCEPT:

- A) Minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code are not subject to the Act's hours of employment or work time restrictions.
- B) Special rules apply to young adults, 16 and 17 years of age, employed during a school vacation as a counselor by a summer resident camp operated by a religious or scout organization.

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

For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at www.dli.state.pa.us and click on "Labor Law Compliance."

Address inquiries and complaints to one of the offices of the Bureau of Labor Law Compliance:

Altoona District Office
1130 12th Ave.
Suite 200 Altoona, PA 16601
814-940-6224 or 877-792-8198

Harrisburg District Office
1301 Labor & Industry Building
651 Boer St.
Harrisburg, PA 17121
717-787-4671 or 800-832-0663

Philadelphia District Office
110 North 8th St.
Suite 203 Philadelphia, PA 19107
215-560-1858 or 877-817-9497

Pittsburgh District Office
301 5th Ave.
Suite 330
Pittsburgh, PA 15222
412-565-5300 or 877-504-8354

Scranton District Office
201 B State Office Building
100 Lackawanna Ave.
Scranton, PA 18503
570-963-4577 or 877-214-3962

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

ELC-5 REV. 01-13

Buccini Pollin

DISCRIMINATION IN EMPLOYMENT



COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION EMPLOYMENT PROVISIONS OF THE PENNSYLVANIA HUMAN RELATIONS ACT

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

PURPOSE OF PROVISIONS The purpose of the employment provisions of the Pennsylvania Human Relations Act is to prevent and eliminate unlawful discriminatory practices in employment because of race, color, religion, ancestry, age (40 and above), sex, national origin, non-job related disability, known association with a disabled individual, possession of a diploma based on passing a general education development test, or willingness or refusal to participate in abortion or sterilization.

UNLAWFUL DISCRIMINATORY PRACTICES It is unlawful – on the basis of the facts listed above – for an employer, labor union or employment agency to: 1. Deny any person an equal opportunity to obtain employment, to be promoted and to be accorded all other rights to compensation, tenure, and other terms, conditions and privileges of employment. 2. Deny membership rights and privileges in any labor organization. 3. Deny any person equal opportunity to be referred for employment. 4. Refuse to contract or otherwise discriminate in contracting with any independent contractor who is licensed by the Bureau of Professional and Occupational Affairs. It is also unlawful for any person, employer, labor union or employment agency to retaliate against an individual because the individual has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or abet any unlawful discriminatory practice under the Human Relations Act.

PARTIES SUBJECT TO THE ACT The employment provisions of the Pennsylvania Human Relations Act apply to: (1) Employers of 4 or more persons, including units of state and local government, (2) Labor organizations, and (3) Employment agencies. **WHO MAY FILE A COMPLAINT** Complaints may be filed within 180 days of the alleged act of discrimination by any of the following: (1) Any person who believes he or she has been discriminated against, (2) The Pennsylvania Human Relations Commission, (3) The Attorney General of Pennsylvania, or (4) An employer whose employees hinder compliance with the provisions of the Act.

PARTIES EXEMPT FROM THE ACT The employment provisions of the Pennsylvania Human Relations Act do not apply to: (1) any individual employed in agriculture or domestic service, (2) any individual who, as part of his or her employment, resides in the personal residence of the employer, (3) Any individual employed by his or her parents, spouse or child. **WHO MUST POST THIS NOTICE** Every employer, labor organization and employment agency subject to the employment provisions of this Act is required by law to post this notice in a conspicuous, easily accessible and well-lighted location customarily frequented by applicants, employees or members.

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.

For further information, write, phone or visit the Pennsylvania Human Relations Commission:
Central Office: 301 Chestnut Street, Suite 300 • Harrisburg, PA 17101 •

(717) 787-4410 • (717) 787-4087 (TTY) or visit at www.phrc.state.pa.us
To file a complaint contact the Regional Office nearest you:

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

Harrisburg
Riverfront Office Center 1101-
1125 South Front Street 5th
Floor Harrisburg, PA 17104-
2515 (717) 787-9784 (717)
787-7279 (TTY)

Philadelphia
110 North 8th Street, Suite 501
Philadelphia, PA 19107
(215) 560-2496 (215) 560-3599
(TTY)

Rev. 07-2010

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DISCRIMINATION IN PUBLIC ACCOMMODATIONS



COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION

PUBLIC ACCOMMODATION PROVISIONS PENNSYLVANIA HUMAN RELATIONS ACT

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

Under this Act, a public accommodation is any accommodation which is open to, accepts or solicits the patronage of the general public, including government services. It is unlawful for any owner, lessee, proprietor, manager, superintendent, agent, or employee of any public accommodation to discriminate against any person in the full use and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, disability, known association with a person with a disability, use of a guide or support animal due to blindness, deafness or physical disability or because the user is a handler or trainer of such animals.

This notice, which has been prepared and distributed by the Pennsylvania Human Relations Commission, must be posted by any owner, lessee, proprietor or manager of a public accommodation. Notices must be posted conspicuously in easily accessible and well-lighted places at the public accommodation, where they may be readily seen by those seeking or granting any of the accommodations, advantages, facilities or privileges of such public accommodation.

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

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.

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

Executive Offices: 333 Market Street, 8th Floor • Harrisburg, PA 17126-0333
(717) 787-4410 • (717) 787-7279 (TTY) • www.phrc.state.pa.us

To file a complaint contact the Regional Office nearest you:

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

Harrisburg
8333 Market Street,
8th Floor
Harrisburg, PA 17126-0333
(717) 787-9780
(717) 787-7279 (TTY)

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

PRINT

EQUAL PAY LAW



Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Equal Pay Law

Department of Labor
& Industry Bureau of
Labor Law Compliance

ABSTRACT OF THE EQUAL PAY LAW

Discrimination on Basis of Sex Prohibited Prohibits discrimination by any employer in any place of employment between employees on the basis of sex, by paying wages to any employee at a rate less than the rate paid to employees of the opposite sex for work under equal conditions on jobs which require equal skills. Provides that variation in payment of wages is not prohibited when based on a seniority, training or merit increase system that does not discriminate on the basis of sex.

Administration Empowers the Secretary of Labor & Industry to administer the provisions of the act, and to issue rules and regulations to make effective the provisions of the act.

Collection of Unpaid Wages in Case of Discrimination Provides for the collection of unpaid wages due under the act and in addition, an equal amount of liquidated damages and reasonable attorney's fee and costs. Authorizes the Secretary of Labor & Industry and upon an employee's request, to take assignment of such a wage claim for collection. Limits the period for such action to two years from the date upon which the violation occurs.

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

Penalties Provides for a fine of not less than \$50 nor more than \$200, or imprisonment of not less than 30 days nor more than 60 days, for:

(1) employer who wilfully and knowingly violates provisions of the act, or discharges or otherwise discriminates against an employee who makes a complaint, institutes, or testifies at, proceedings under the act; and

(2) employer who fails to keep required records, falsifies such records, hinders, delays, or otherwise interferes with the Secretary or his authorized representative in the performance of his duties in the enforcement of the act. Each day a violation continues shall constitute a separate offense.

More Information is Available Online

Additional information about the Equal Pay Law is available online at: www.state.pa.us, PA Keyword: labor & industry. Click on "Labor Law Compliance" under Quick Links. Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

LLC-8 REV. 2-07

PRINT

WORKERS' COMPENSATION



REMEMBER: IT IS IMPORTANT TO TELL YOUR EMPLOYER ABOUT YOUR INJURY

The name, address and telephone number of your employer's workers' compensation insurance company, third-party administrator (TPA), or person handling the workers' compensation claims for your company, as shown below:

Employer Name: Buccini Pollin Group Date Posted: 8/20/2025

IF INSURED:

(Complete all applicable spaces)

Name of Insurance Company: Sompo International Name of TPA (Claims administrator): _____

Address: 1221 Ave of the Americas, NY Address: _____
NY 10020

Telephone Number: (212) 209-6500 Telephone Number: _____

Insurer Code: 531120

IF SELF-INSURED:

(Complete all applicable spaces)

Name of person handling claims at the self-insured: _____

Address: _____ Address: _____

Telephone Number: _____ Telephone Number: _____

Insurer Code: _____

IF SOMEONE OTHER THAN INSURER IS HANDLING CLAIMS:

(Complete all applicable Spaces)

IF SOMEONE OTHER THAN SELF-INSURER IS HANDLING CLAIMS:

(Complete all applicable Spaces)

Name of TPA (Claims administrator): _____

Any individual filing misleading or incomplete information knowingly and with the intent to defraud is in violation of Section 1102 of the Pennsylvania Workers' Compensation Act, 77 P.S. §1039.2, and may also be subject to criminal and civil penalties under 18 Pa. C.S.A. §4117 (relating to insurance fraud).

Employer Information Services
717.772.3702

Claims Information Services
toll-free inside PA: 800.482.2383
local & outside PA: 717.772.4447

Hearing Impaired
PA Relay 7-1-1

Email
ra-li-bwc-helpline@pa.gov

LIBC-500 REV 09-22

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



PRINT

12 Pennsylvania Labor Laws

LaborLawCenter.com Questions? Learn more by calling 1-800-745-9970

Official Print Size - 8.5" x 11"
Compliance Ready - Do Not Scale

UNEMPLOYMENT COMPENSATION



PENNSYLVANIA UNEMPLOYMENT COMPENSATION

Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law, I am registered with the Pennsylvania Department of Labor & Industry as:

EMPLOYER NAME Buccini Pollin
ADDRESS 1000 N. West St Wilmington, DE 19801
PA UC ACCOUNT NUMBER 78-09865

The UC Law can provide you with an income during periods when you are either partially or totally unemployed through no fault of your own.

If you become UNEMPLOYED or your HOURS ARE REDUCED due to LACK OF WORK, the company, department, agency, commission, or bureau where you worked may provide you with a completed **Form UC-1609**, How to Apply for Unemployment Compensation (UC) Benefits.

IMPORTANT

Your UC application will be dated effective the week in which you actually file the application for benefits. You should file a new claim or reopen an existing claim during the first week in which you are unemployed or that your hours are reduced. You may risk losing some benefit eligibility if you file after the first week you are unemployed.

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

- Social Security Number
- Alien registration number (if not a U.S. citizen)
- Complete mailing and home address
- Name, address, and account number of employer(s) from Form UC-1609
- Dates of employment and reasons for leaving
- Most recent pay stub (optional but helpful)
- Personal Identification Number (PIN) (if you have one from a prior claim)

Scan with your
mobile phone



You may file your new application, reopen an existing claim or get information about the UC Program online at www.uc.pa.gov, or by calling the UC Service Center at 888-313-7284, TTY: (Hearing Impaired) at 888-334-4046.

When claiming UC benefits, you must report gross wages that you earned during any week for which you are claiming UC benefits. Computer crossmatching is used to detect the illegal receipt of UC payments resulting from unreported work and earnings, as well as unreported pensions.

REMEMBER: Whenever you have questions or any problem regarding your UC claim, contact your UC Service Center. Do not take outside advice. Outside advice may be incorrect and could adversely affect your eligibility to receive UC benefits.

A person who knowingly makes a false statement or knowingly withholds information to obtain UC benefits commits a criminal offense under section 801 of the UC Law, 43 P.S. §871, and may be subject to a fine, imprisonment, restitution and loss of future benefits.

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

UC-700 REV 09-17

PRINT

FEDERAL MINIMUM WAGE

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 1 ½ times your 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.

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

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal 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
www.dol.gov/agencies/whd



WH1088 REV 04/23

PRINT

EEOC | KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL



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
- Job applicants
- Union members and applicants for membership in a union

What Organizations are Covered?

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

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 basis 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 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/>, 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.

(Revised 6/27/2023)

PRINT

15 Pennsylvania Labor Laws

LaborLawCenter.com Questions? Learn more by calling 1-800-745-9970

Official Print Size - 8.5" x 11"
Compliance Ready - Do Not Scale

FMLA | FAMILY AND MEDICAL LEAVE ACT

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



WH1420 REV 04/23

PRINT

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT



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 <https://www.dol.gov/agencies/vets/>. An interactive online USERRA Advisor can be viewed at <https://webapps.dol.gov/elaws/vets/userra>
- If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

Publication Date — May 2022

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



U.S. Department of Labor
1-866-487-2385



U.S. Department of Justice



Office of Special Counsel



Employer Support Of The Guard
And Reserve 1-800-334-4590

EMPLOYEE POLYGRAPH PROTECTION ACT

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
www.dol.gov/agencies/whd



WHD 462 REV 02/22



OSHA®
Occupational Safety
and Health Administration

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

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.

PRINT

OSHA | OCCUPATIONAL SAFETY AND HEALTH ACT (Continued)

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.

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

This poster is available free from OSHA.

Contact OSHA. We can help.



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

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

For information, please contact
The Office of Special Counsel for Immigration
Related Unfair Employment Practices Office at
800-255-7688.

PRINT

WITHHOLDING STATUS

Since you last filed form W-4 with your employer did you...

- Marry or divorce?
- Gain or lose a dependent?
- Change your name?

Were there major changes to...

- Your non-wage income (interest, dividends, capital gains, etc.)?
- Your family wage income (you or your spouse started or ended a job)?
- Your itemized deductions?
- Your tax credits?

If you can answer "YES"...

To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676.

Now is the time to check your withholding. For more details, get Publication 919, *How Do I Adjust My Tax Withholding?*, or use the Withholding Calculator at: **www.irs.gov/individuals** on the IRS website.

Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.



Department of the Treasury
Internal Revenue Service

www.irs.gov

Publication 213
(Rev. 8-2009)
Cat. No. 11047P

PAYDAY NOTICE

Regular Paydays for Employees of

Buccini Pollin Group

(Company Name)

Shall be as follows:

☐

Weekly

☒

Bi-Weekly

☐

Monthly

☐

Other

By:

Lorraine Serus

Title:

VP Human Resources

PRINT