Your Employee Rights Under the **Family and Medical Leave Act**

You work for a **covered employer** if **one** of the following applies:

You work for a private employer that had at least 50 employees

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

Follow your employer's normal policies for requesting leave.

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

Your employer may request certification from a health care provide

to verify medical leave and may request certification of a qualifying

bargaining agreement that provides greater family or medical leave

The FMLA does not affect any federal or state law prohibiting

discrimination or supersede any state or local law or collective

· 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.

How do I request FMLA leave?

Generally, to request FMLA leave you must:

same reason when requesting additional leave.

Personnel Management or Congress.

during at least 20 workweeks in the current or previous calendar

You work for an elementary or public or private secondary school,

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

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

schedule by working less hours each day or week. Read Fact Sheet FMLA leave is not paid leave, but you may choose, or be required

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

by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need

Am I eligible to take FMLA leave?

You are an eligible employee if all of the following apply:

believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

ancy, childbirth, and related medical conditions, sexual

Job applicants Union members and applicants for membership

What Types of Employment Discrimination are Illegal?

MAINE

LABOR

What Organizations are Covered? Most private employers

Ref.: 29 CFR §825.300

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

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 Your employer has at least 50 employees within 75 miles of your

Pay (unequal wages or compensation)

Fallure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice

What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because here are strict time limits for filing a charge of discrimination (180 or 300 days, lepending on where you live/work). You can reach the EEOC in any of the ollowing ways:

https://publicportal.eeoc.gov/Portal/Login.aspx

EMPLOYERS HOLDING FEDERAL CONTRACTS

Labor Laws of the State of Maine provide protection for

people who work in Maine. The Maine Department of Labor

administers the laws, which all employers must follow.

Department representatives inspect workplaces to ensure

compliance. Citations and penalties may be issued to

esting or disclosing medical information

1-800-669-4000 (toll free) 1-800-669-6820 (TTY)

If you are eligible for FMLA leave, your **employer** <u>must</u>: Allow you to take job-protected time off work for a qualifying

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

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

Your employer cannot interfere with your FMLA rights or threater

About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected

determines that you are eligible, your employer must notify you in

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





SCAN ME

WH1420 REV 04/23

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 submitting a question online to OFCCP's Help Desk at https://ofccphelpdes.gov/

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended The doubt of the Civil Rights Act of 1984, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Federal financial assistance implyoment discrimination is covered by Title VI the primary objective of the financial assistance is provision of employment, owhere employment discrimination causes or may cause discrimination in provi

services under such programs. Title IX of the Education Amendments of 1972

Maine Law (Title 26

every employer to

place this poster in

the workplace where

workers can easily see it.

M.R.S.A. § 42-B) requires

PROGRAMS OR ACTIVITIES RECEIVING

FEDERAL FINANCIAL ASSISTANCE

Know Your Rights: Workplace Discrimination is Illegal

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.

rights under the Act. Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to

in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in

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

to have test results disclosed to unauthorized persons. **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and

Minimum Wage is \$14.15 per hour effective January 1, 2024 **Exemptions from Overtime** Maine statutes incorporate by reference the salary Under Maine labor laws, any business operating in the state with one employee is automatically covered by

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:

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 concentrative in all sensets of employment.

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.

consequence of the commodation to the known physical or mental limitations of an other reasonable accommodation to the known physical or mental limitations of an other wines qualified individual with a disability who is an applicant or employer, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employenel qualified individuals with disabilities at all levels of employment, including the executive level.

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.

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

Asking About, Disclosing, or Discussing Pay

Protected Veteran Status

Minimum Wage

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

state law. This includes all public and private employers regardless of profit or size. Effective January 1, 2024, the minimum wage in Maine is \$14.15 per hour. **Municipal Minimum Wage Ordinances** Employers with employees who work in Bangor

employers who do not comply.

and/or Portland or any other municipality that passes a local minimum wage ordinance, may be subject to additional regulations and should check with municipal officials.

A service employee is someone who regularly receives more than \$179 a month in tips. As of January 1, 2024,

employers must pay a direct service wage of at least \$7.08 per hour. If the employee's direct wage combined with earned tips do not average, on a weekly basis, the state required minimum wage, the employer must pay the difference. Unless specifically exempted, employees must receive

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

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

All workers have the right to:

Raise a safety or health concern with

Receive information and training on

substances in your workplace.

job hazards, including all hazardous

Request a confidential OSHA inspection

of your workplace if you believe there are

unsafe or unhealthy conditions. You have

the right to have a representative contact

Participate (or have your representative)

speak in private to the inspector.

• File a complaint with OSHA within

See any OSHA citations issued to

Request copies of your medical

This poster is available free from OSHA.

Contact OSHA. We can help.

records, tests that measure hazards

in the workplace, and the workplace

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

participate) in an OSHA inspection and

related injury or illness, without being

your employer or OSHA, or report a work-

A safe workplace.

retaliated against.

OSHA on your behalf.

using your rights.

injury and illness log.

your employer.

requirements under the Fair Labor Standards Act (FLSA). The new minimum salary requirement will be \$816.35 per week as of January 1, 2024. Salary is only one factor in determining whether a worker is exempt from overtime under federal or state law. The duties of each worker must be considered as part of this analysis. Failure to adhere to both requirements—meeting the duties test and the weekly salary threshold— are violations of state law and potentially federal law depending on the discrepancies in the laws.

Statements to Employees Every employer shall give to each employee with the

payment of wages a statement clearly showing the date of the pay period, hours worked, total earnings and itemized deductions.

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

Employers with questions about the law may call 207-623-7900 or may visit the department's webpage.

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

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

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

Ref.: MRSA Title 26 § 42-B

The Department of Labor enforces state wage and hour laws. Minimum Wage Guidance www.maine.gov/labor/labor_laws/minimum_wage_faq.html legislature.maine.gov/statutes/26/title26sec664.html **Overtime Guidance** www.maine.gov/labor/labor_laws/overtime.html



Bureau of Labor Standards.

Employ. "Employ" means to employ or permit to

Employee. "Employee" means any person engaged

or private that uses 2 or more terminals at one

Operator. "Operator" means any employee whose

Terminal. "Terminal" means any electronic video

speak to your supervisor or contact the Maine Department of Labor

copy of this subchapter.

use of terminals and the protective measures that the operator may take to avoid or minimize symptoms or conditions that ma result from extended or improper use. Instruction related to the importance of

equipment used by the operator. 2. Literature; clearinghouse. The bureau shall recommend to employers, for use in education and training programs, occupational safety literature that

3. Training schedule. Employers shall provide operators with this education and training program within 30 days of employment and annually

Ref.: MRSA Title 26 § 42-B

EMERGENCY NUMBERS

POLICE: Post OSHA citations at or near the place of the alleged violations AMBULANCE:

programs in every state.



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

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

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

PUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express

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

ADDITIONAL

INFORMATION

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

n non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may

work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit

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

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

employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

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

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

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 o

· Certain occupations and establishments are exempt from the minimum wage, and/or overtime

pay provisions. Certain narrow exemptions also apply to the pump at work requirements.

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

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 Labo

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

certain work hours restrictions. Different rules apply in agricultural employment

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

WORKERS'

COMPENSATION

BOARD REGIONAL

OFFICES

AUGUSTA

442 Civic Center Drive, Suite 225

156 State House Station

Augusta, ME 04333-0156

207-287-2308 • 1-800-400-6854

LEWISTON

36 Mollison Way

Lewiston, ME 04240-5811

207-753-7700 • 1-800-400-6857

BANGOR

396 Griffin Road, Suite 105

Bangor, ME 04401

207-941-4550 • 1-800-400-6856

PORTLAND

Portland, ME 04103

207-822-0840 • 1-800-400-6858

CARIBOU

43 Hatch Drive, Suite 110

Caribou, ME 04736-2347

207-498-6428 • 1-800-400-6855

Visit our website at:

www.maine.gov/wcb

Statewide TTY: 711

Interpreters Available

When calling for assistance, please say the name

be called for you. Please stay on the line

Tenemos intérpretes a su disposición

Temos intérpretes à sua disposição

chamado. Por favor, aguarde na linha

Abbiamo interpreti disponibili

favor manténgase en la línea.

of your language in English and an interpreter will

Si necesita que le atiendan en español por favor diga

"Spanish" y le conectaremos con un intérprete. Por

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

Se avete bisogno di assistenza in Italiano, Vi preghiamo

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

disposizione. Vi preghiamo di rimanere in linea.

Lorsque vous appelez pour demander de l'aide.

prononcez le mot "French" et nous mettrons un

interprète à votre disposition. Prière de rester en ligne

Labor Laws of the State of Maine provide protection for people who

work in Maine. The Maine Department of Labor administers the

laws, which all employers must follow. Department representatives

inspect workplaces to ensure compliance. Citations and penalties

This poster describes some important parts of the laws. A copy of $\ensuremath{\mathsf{T}}$ the actual laws or formal interpretations may be obtained from the

Department of Labor, Bureau of Labor Standards, by calling 207-623-7900. (The laws are also on the Bureau's web site.)

Regulation of Employment

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

Des interprètes sont à votre disposition

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

WCB-90 (1/1/2020, revised 3/7/2022)

DEPARTMENT OF may be issued to employers who do not comply.

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

orior to the change.

avment of Wages

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

An employee leaving employment, must be paid in full no later than

roken merchandise, bad checks, or bills not paid by customers, nor

Most employees must be offered a 30 consecutive minute paid or

Nursing mothers must be provided with unpaid break time or be

ermitted to use their paid break or meal time to express milk. ie employer must make reasonable efforts to provide a clean room

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

an employee who has worked for the last 12 months at a workplace

with 15 or more employees may be entitled to up to 10 weeks of paid

Serious health condition of the employee or immediate family

Death or serious health condition of the employee's spouse,

domestic partner, parent or child is on active duty;

living and financial arrangements with the worker

Federal family medical leave is different, call 866-487-9243 for more

domestic partner, parent or child if it occurs while the spouse,

Serious health condition or death of a sibling who shares joint

or the Bureau of Labor Standards.

Ref.: MRSA Title 26 § 668 & 42-B

member, including domestic partner; domestic partner's child

• Birth or adoption of a child or domestic partner's child;

grandchild, domestic partner's grandchild;

the employee's next established payday. This may also include the

ayment of accrued vacation pay and/or Earned Paid Leave.

or special uniforms and certain tools of the trade.

paid rest break after 6 hours of work

or unpaid leave for a qualifying event.

1037 Forest Avenue, Suite 11

certain private individuals engaged in national security-related activities.

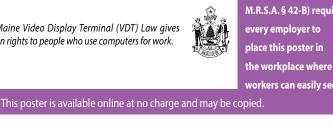
assess civil penalties against violators. Employees or job applicants may also bring their own court actions.





Video Display Terminals

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



'ideo Display Terminals MRSA Title 26 §251.

to work on a steady or regular basis as an operator by an employer located or doing business in the

Employer. "Employer" means any person,

primary task is to operate a terminal for more than four consecutive hours, exclusive of breaks, on a dail

screen data presentation machine, commonly called video display terminals.

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

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

Every employer shall establish an education and training 1. Requirements. An employer's education and training program must be provided both orally and in writing, except that an employer that uses

fewer than 5 terminals at one location may provide the education and training program in writing only. The program must include, at a minimum:

A. Notification of the rights and duties created under this subchapter by posting in a prominent location in the workplace a An explanation or description of the proper

603-666-7716 or http://vouth.dol.gov/ For more information, contact: maintaining proper posture during termina

operation and a description of methods to Maine Department of Labor achieve and maintain this posture, including Bureau of Labor Standards 45 State House Station Augusta, Maine 04333-0045 TTY users call Maine Relay 711

Website: www.maine.gov/labor/bls provides appropriate, current and pertinent data or Email: bls.mdol@maine.gov

Ref.: MRSA Title 26 § 839 & 42-B

Maine Employment Security Law This poster is designed to notify individuals of their rights

regarding the filing of claims for unemployment benefits.
It does not have the force or effect of law. For more It does not have the force or effect of law. For more mation, call 1-800-593-7660 toll free

Full- and Part-Time Workers

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

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

nployment in the last 18 months

To file online: www.maine.gov/reemployme To file by phone: 1-800-593-7660

of all employers for whom you worked, and your dates of

TTY Users Call Maine Relay 711. All individuals filing for Unemployment Insurance benefits are required by law to be registered with the Maine JobLink. Visit www.mainecareercenter.gov

o access Maine JobLink. We provide language interpreter services in approximately 140 commonly spoken languages. Arrangements will be made to have an interpreter assist you when you call the Unemployment Claims Center.

To claim by mail: In some cases, your employer will give you a claim form. Mail your initial claim form to the Unemployment Claims Center listed below

97 State House Station, Augusta, ME 04333-0097

form to each employee who is customarily employed full-time and who is given less than full-time hours during a week due to lack of work, and who is not separated fron uxiliary aids and services are available to people with disabilities upon request

Ref.: Maine Rule 12-172 Ch. 2

vour income tax forms.

be withheld and sent to DHHS.

Si vous êtes victime d'un accident du travail, PREVENEZ VOTRE EMPLOYEUR IMMEDIATEMENT. Passé un délai de 60 jours, vous risquez de perdre vos droits à l'indemnisation Au-delà de deux ans, votre déclaration n'est plus recevable. Pour aider les victimes d'un accident du travail, le Workers' Compensation Board met des conseillers juridiques à leur disposition.

FOR DATES OF INJURY ON AND AFTER JANUARY 1, 2020

WORKERS' COMPENSATION

Notice to Employees:

vorkers' compensation insurance for its employees.

Workers' compensation insurance provides benefits

If you are injured at work, NOTIFY YOUR

EMPLOYER AT ONCE. You may lose your

right to receive benefits unless your employer is

is also subject to a two year statute of limitations.

Worker advocates are available at the Workers'

Compensation Board to help injured workers.

employees as independent contractors for the

purposes of avoiding workers' compensation

insurance, unemployment coverage, or other

information on laws pertaining to the hiring

of independent contractors, visit the Worker

Misclassification Task Force website at www.

If you have any questions about your rights,

please contact one of the regional offices.

A l'intention des

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

employeur est tenu de souscrire à une assurance

ndemnisant ses employés victimes d'un accident

Tłumacze dostępni na życzenie

тесь на линии.

提供口譯服務

要挂断電話。

Maine Law (Title 26

every employer to

eave for Victims of Violence, Assault, Sexual Assault or Stalking

Must be allowed upon request if an employee (or a child, parent or

or stalking or any act that would support an order for protection

Prepare for and attend court proceedings; or

Obtain necessary services to remedy crisis

· Receive medical treatment; or

nmediate family member who is ill.

120 days during a one-year period.

eave to Care for Family

spouse of an employee) is a victim of violence, assault, sexual assault

under Title 19-A M.R.S.A., c. 101 and the employee needs the time to

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

be allowed to use up to 40 hours in a 12-month period to care for an

An employer that employs more than 10 employees in the usual and

yee's base pay. An employee is entitled to earn one hour of p

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

year shall permit each employee to earn paid leave based on the

eave from a single employer for every 40 hours worked, up to 40

nours in one year of employment. Accrual of leave begins at the start

employment, but the employer is not required to permit use of th

eave before the employee has been employed by that employer for

imployees may be eligible for federal and state earned income tax

credits. Employees may apply for the tax credits on the employee'

ote: Maine employers may also be covered under the Federal

Fair Labor Standards Act. For more information, contact the U.S Department of Labor Wage and Hour Office at 866-487-9243.

For more information, contact:

Maine Department of Labor

Bureau of Labor Standards

45 State House Station

Augusta, Maine 04333-0045

Telephone: 207-623-7900 | TTY users call Maine Relay 711.

Website: www.maine.gov/labor/bls | Email: bls.mdol@maine.gov

M.R.S.A. § 42-B) requires

angielsku "Polish" i czekać na linii.

Aby uzyskać pomoc tłumacze, proszę powiedzieć po

"Когда Вы обращаетесь за помощью по телефону,

пожадуйста скажите, что Вы говорите по-русски

переводчиком. После этого, пожалуйста, оставай-

(произнесите "РАШН"), и мы обеспечим Вас

打電話請求幫助時,請用英語說"挟音呢斯"

通訳サービスをご利用いただけます

한국어 통역을 미용하실 수 있습니다.

(CHINESE)— 我們將爲您提供口譯人員 = 請不

通訳を必要とされる場合は「ジャパニーズ」と

おっしゃり、通訳がでるまでそのままでお待ちく

도움이 필요하여 전화를 거실 때 영어로 코리언

것입니다. 전화를 끊지 마시고 기다리십시오.

(KOREAN)이라고 말씀하시면 통 역자를 연결해 드릴

"К вашим услугам имеются переводчики"

maine.gov/labor/misclass.

Employes:

employer paid taxes and withholdings. For more

It is against the law for employers to misclassify

notified within 60 days of your injury. Your claim

State law requires your employer t

to employees who are injured at work.

La loi interdit aux employeurs de classifier fallacieusement leurs salariés comme étant des contractants privés aux fins d'échapper a l'assurance compensatrice-employé, aux indemnités de chômage, ou aux autres charges et retenues dues par employeur. Pour plus de détails sur la législation relative à l'utilisation des services privés, visitez le site internet de Worker Misclassification Task Force (Unité anti-fraude en matière de classification des salariés): www.maine. gov/labor/misclass.

Si vous n'êtes pas sûr de vos droits, veuillez contacter l'un des bureaux régionaux. Aviso a los **Trabajadores:** La lev del estado de Maine requiere que

su empresario proporcione el seguro de

información acerca de las leves pertenecientes a la contratación de contratistas independientes, visite el Worker Misclassification Task Force en la página web de www.maine.gov/labor/misclass. En caso de tener cualquier pregunta sobre sus derechos, favor de dirigirse a una de las oficinas regionales de compensaciones para el trabajador.

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

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

trabajador proporciona beneficios a los trabajadores

En caso de sufrir accidente o daño laboral,

compensación a menos que su empresario sea

60 días. Así mismo esta reclamación debe hacer

referencia a un accidente o daño que no haya

NOTIFÍQUELO INMEDIATAMENTE A SU

notificado de este accidente o daño en el plazo de

ocurrido hace más de dos años. Los defensores del

ayuda a los trabajadores accidentados en el Consejo

El hecho de no clasificar a los empleados como

contratistas independientes, con el propósito de

evitar el seguro por compensación al trabajador,

cobertura para desempleados, ú otros impuestos

pagados y retenidos por el empleador; está en

contra de la ley del empleador. Para mayor

trabajador están disponibles para proporcionar

de Administración de Compensaciones para el

Trabajador (Workers' Compensation Board).

EMPRESARIO. Podría perder el derecho a recibir

accidentados en el trabajo.

مترجمون شفهيون متيشرون لخدمتكم عند اتصالكم للمساعدة أو لطلب خدمة معينة نرجو منكم أن تذكروا (أ-رَ-بِ-ك ')ونعن سنقدّم لكم مترجما شفهيا ، ابقوا على الغط من ﴿

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

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

lguugu yeeri doonaaye. Taleefoonkana ha dhigin.

To the employer: This notice must be posted in a conspicuous place upon your premises accessible to employees. 39-A MRSA §406. The State of Maine does not discriminate on the basis of disability in admission to This poster is available in alternative format. For further assistance, contact the Maine Workers' Compensation Board, ADA Coordinator, telephone: (888) 801-9087 or TTY: 711.

Mandatory Workplace Communications Maine 26 MRSA § 600-B

NOTICE

Effective October 25, 2023, employers will no longer be able to require employees to attend employer-sponsored meetings, commonly known as "captive audience meetings." An employer may not discharge, discipline, penalize or take any adverse employment action against

Who declines to attend or participate in an employer-sponsored meeting, or any portion of such meeting, that communicates the opinion of the employer about religious or political matters;

Who declines to receive or listen to a communication regarding the opinion of the employer about religious or political matters; or Because the employee makes a good faith report,

orally or in writing, of a violation or a suspected

violation of this law. The law does not prohibit an employer from communicating information that is required by law to the extent of the lawful requirements or prohibit an employer from offering meetings or other communications about

religious or political matters for which attendance or

participation is strictly voluntary. An aggrieved employee may bring a civil action to enforce the law no later than 90 days after the date of the alleged violation in the Superior Court for the county where the violation is alleged to have occurred or where the principal office of the employer is located.

This is a summary of the Maine 26 MRSA § 600-B. This is not a complete text of the law.

Maine Law (Title 26,

requires every employer

to place this poster in

the workplace where

workers can easily see it.

M.R.S.A. § 42-B)

Child Labor Laws Child Labor Laws of the State of Maine provide protection for people under the age of 18 in both agricultural and nonagricultural jobs. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect LABOR

workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply. his poster describes some important parts of the laws. A copy of the actual laws and formal interpretations may be obtained from

At-Will Employment — Under Maine law, an at-will employee

may be terminated for any reason not specifically prohibited

by law. In most instances, you are an at-will employee unless

you are covered by a collective bargaining agreement or other

contract that limits termination. If you have questions about

at-will employment, contact your human resources department

the Department of Labor, Bureau of Labor Standards, by calling (207) 623-7900. (The laws are also on the Bureau website.) This poster is available online at no charge and may be copied.

Work Hours 14 and 15 year olds

14 and 15 year olds may work in most businesses, except in occupations declared hazardous and jeopardize their health, No more than six days in a row. well-being or educational opportunities. 16 and 17 year olds Not after 7 p.m. during school year.

may work in most businesses, however not in hazardous jobs. These provisions also provide limited exemptions. Contact the Bureau of Labor Standards for details. All minors under 16 years of age need work permits in

order to work. Superintendent of schools certify academic standing Minor allowed only one permit during the school year but two during summer vacation. Minor cannot work until permit is approved by Bureau of Labor Standards.

All employers must keep accurate payroll records for workers under 18. Records must show what time the minor began work

total hours worked, and what time the minor finished work each : Maine employers may also be covered under the Federal Fair Labor Standards Act. For more information, contact the U.S.

Department of Labor Wage and Hour Office at

Tel: 207-623-7900 or 207-623-7930

No more than 50 hours in a week When School Is in Session No more than 6 hours on a school day No more than 10 hours on any holiday, vacation, or

When School Is Not in Session

holiday, vacation, or workshop).

Cannot work before 7 a.m.

When School Is Not in Session

vacation or workshop).

entire week).

When School Is in Session

session one or more days.

No more than 6 days in a row.

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

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

No more than 10 hours in any one day (weekend,

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

Can work up to midnight when there is no school the

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

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

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

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

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

On last day of school week, may work up to 8 hours. No more than 24 hours in a week, except may work 50 hours any week that approved school calendar is less than three days or during the first and last week of

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

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

a one-year period that includes four calendar quarters.

To establish a claim, an individual must have earned two

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

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

will take steps to obtain it

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

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

separated from your last job for reasons other than lack of

determination will then be made regarding your eligibility

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

Weekly requirements: Weekly eligibility requirements

making an active search for work (unless your work

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

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

with the United States Citizenship and Immigration

Number and/or your Alien Permit number will be checked

Unemployment benefits are taxable: Unemployment

Child support: If you owe child support that you pay to

the Department of Health and Human Services (DHHS), up

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

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

benefits are taxable and have to be reported when you file

include being able to work and being available for work,

times the annual average weekly wage in Maine in each of

Employment Security Law

Whistleblower's Protection Act MAINE **Protection of Employees** Maine Law (Title 26 Who Report or Refuse to M.R.S.A. § 839) requires **LABOR**

Commit Illegal Acts This poster describes some important parts of the law. A copy of the actual law or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards by calling 207-623-7900. (The laws are also on the

the workplace where workers can easily see i

every employer to

place this poster in

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

It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because: You reported a violation of the law;

2. You are a healthcare worker and you reported a medical error; 3. You reported something that risks someone's health or safety;

4. You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it; or 5. You have been involved in an investigation or hearing held by the government.

You are protected by this law ONLY if:

1. You tell your boss about the problem and allow a reasonable time for it to be corrected; or 2. You have good reason to believe that your boss will not correct the problem. To report a violation, unsafe condition or practice or an illegal act in your workplace, contact:

(This information should be filled in by the employer)

For more information or to file a complaint under this law, contact: The Maine Human Rights Commissio 51 State House Station Augusta, Maine 04333 Tel: 207-624-6290 TTY users call Maine Relay 71 www.Maine.gov/mhrc

The following agencies may provide useful information on workplace safety and labor laws: Maine Department of Labo

Bureau of Labor Standards 45 State House Station Augusta, Maine 04333-0045 Tel: 207-623-7900 TTY users call Maine Relay 711. Web site: www.maine.gov/labor/bls Email: bls.mdol@maine.gov

U.S. Department of Labor/OSHA 40 Western Avenue Augusta, Maine 04330 Tel: 207-626-9160

Ref.: MRSA Title 26 § 839

Portland, Maine 04112

Tel: 207-780-3344

www.dol.gov

THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION

SEXUAL HARASSMENT ON THE JOB IS ILLEGAL

X UNWELCOME SEXUAL ADVANCES SUGGESTIVE OR LEWD REMARKS

KISSES

V UNWANTED HUGS, TOUCHES,

X REQUESTS FOR SEXUAL FAVORS X RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT

IF YOU FEEL YOU HAVE BEEN DISCRIMINATED **AGAINST, CONTACT:**

MAINE HUMAN RIGHTS COMMISSION 51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051 PHONE (207) 624-6290 FAX (207) 624-8729 TTY: MAINE RELAY 711 www.maine.gov/mhrc

OR CONTACT YOUR PERSONNEL

DEPARTMENT:_

DEPARTMENT / AGENCY CONTACT

Ref.: MRSA Title 26 § 807

Printed under appropriate: 01094H1010012 (10/2012)



Provide employees a workplace free from

rights under the law, including raising a

health and safety concern with you or

recognized hazards. It is illegal to retaliate

against an employee for using any of their

Job Safety and Health

with OSHA, or reporting a work-related injury or illness.

 Comply with all applicable OSHA standards. Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization,

 Provide required training to all workers in a language and vocabulary they can understand. Prominently display this poster in the

workplace.

amputation, or loss of an eye.

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



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

The Act permits polygraph (a kind of lie detector) tests to be administered

Where polygraph tests are permitted, they are subject to numerous strict **EXAMINEE** 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

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.



Education and training MRSA Title §252. Bureau. "Bureau" means the Department of Labor,

CALL 911

OSHA: **PAY DAY NOTICE**

☐ TUESDAY ■ WEDNESDAY ☐ THURSDAY **PAY SCHEDULE IS:**

PAY DAY IS ON:

■ MONDAY

■ WEEKLY

□ BIWEEKLY

PHYSICIAN:

HOSPITAL:

FIRE DEPARTMENT:

POISON CONTROL

PAYCHECKS ARE ISSUED ON THE: OF THE MONTH

■ MONTHLY

☐ FRIDAY

□ SATURDAY

□ SEMI MONTHLY

□ SUNDAY

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