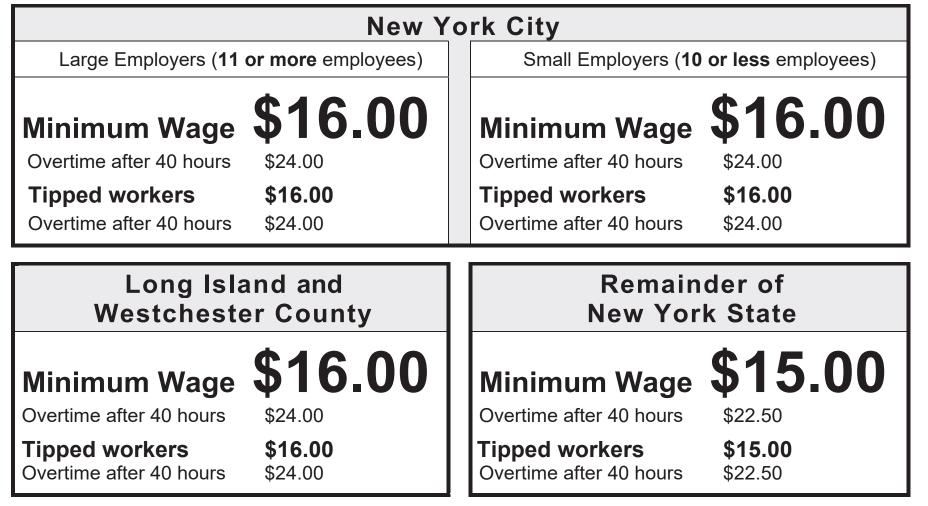
Attention Miscellaneous WE ARE YOUR DOL - New York Department ------Industry Employees

Minimum Wage hourly rates effective 1/1/2024 – 12/31/2024



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

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

- **Tips** Beginning December 31, 2020, your employer must pay the full applicable minimum wage rate, and cannot take any tip credit.
- **Meals and lodging** Your employer may claim a limited amount of your wages for meals and lodging that they provide to you, as long as they do not charge you anything else. The rates and requirements are set forth in wage orders and summaries, which are available online

Extra Pay you may be owed in addition to the minimum wage rates shown above:

 Overtime – You must be paid 1¹/₂ times your regular rate of pay (no less than amounts shown above) for weekly hours over 40 (or 44 for residential employees).

Exceptions: Overtime is not required for salaried professionals, or for executives and administrative staff whose weekly salary is more than 75 times the minimum wage rate.

- Call-in pay If you go to work as scheduled and your employer sends you home early, you may be entitled to extra hours of pay at the minimum wage rate for that day.
- Spread of hours If your workday lasts longer than ten hours, you may be entitled to extra daily pay. The daily rate is equal to one hour of pay at the minimum wage rate.
- **Uniform maintenance** If you clean your own uniform, you may be entitled to additional weekly pay. The weekly rates are available online.

Minimum Wage Poster Post in Plain View

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

Minors' Posting Provisions:

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

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

Digital Posters:

at your

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





Attention Employers

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

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

Workers' Compensation:

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

Unemployment Insurance:

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

Paid Family Leave:

similar employee.

Albany District

Albany, NY 12226

(518) 457-2730

Bronx District

(212) 775-3719

LS 204 (8/20) [1/16/24]

11th Floor

Suite 914

4/00

55 Hanson Place

Brooklyn, NY 11217

Building 12

Room 185A

State Office Campus

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

Division of Labor Standards WE ARE YOUR DOL Harriman State Office Campus Building 12 STATE Of Labor Albany, NY 12226 www.labor.ny.gov

Section 196-d of the New York State Labor Law

Tip Appropriation

Section 196-d. Gratuities. No employer or his agent or an officer or agent of any

corporation, or any other person shall demand or accept, directly or indirectly, any

part of the gratuities, received by an employee, or retain any part of a gratuity or

of any charge purported to be a gratuity for an employee. This provision shall not

be construed as affecting the allowances from the minimum wage for gratuities in

the amount determined in accordance with the provisions of article nineteen of this

functions where a fixed percentage of the patron's bill is added for gratuities which

are distributed to employees, nor to the sharing of tips by a waiter with a busboy or

chapter nor as affecting practices in connection with banquets and other special

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

Garden City District

Garden City, NY 11530

New York City District

Standards, of the New York State Department of Labor, listed below:

Suite 102

11th Floor

400 Oak Street

(516) 794-8195

55 Hanson Place

(212) 775-3880

Brooklyn, NY 11217

apply to the checking of hats, coats or other apparel. Nothing in this subdivision shall

NOTICE

Mandatory Workplace Communications

New York Labor Law § 201-d

Effective September 6, 2023, employers will no longer be able to require employees to attend employer-sponsored meetings, commonly known as "captive audience meetings." New York Labor Law § 201-d prohibits an employer from discriminating against an individual for refusing to attend an employersponsored meeting or listen to speech or view communications, which primary purpose is to communicate the employer's opinion concerning religious or political matters. Prohibited discrimination includes refusing to hire, employ, license, or discharge from employment or otherwise discriminating against an individual in compensation, promotion or terms, conditions or privileges of employment.

The law does not prohibit:

- an employer or its agent, representative or designee from communicating to its employees any information that the employer is required by law to communicate,
- but only to the extent of such legal requirement; an employer or its agent, representative or designee from communicating to its employees any information that is necessary for such employees to perform their job duties:
- an institution of higher education, or any agent, representative or designee of such institution, from meeting with or participating in any communications with its employees that are part of coursework, any symposia or an academic program at such institution;
- causal conversations between employees or between an employee and an agent, representative or designee of an employer, provided participation in such

LS 207 (11/23)

Division of Labor Standards Harriman State Office Campus Building 12, Albany, NY 12226

§ 193. Deductions from wages.

No employer shall make any deduction from the wages of an employee, except deductions which: a) are made in accordance with the provisions of any law or any rule or regulation issued by any governmental agency including regulations promulgated under paragraph c and paragraph d of this subdivision; or

b) are expressly authorized in writing by the employee and are for the benefit of the employee, provided that such authorization is voluntary and only given following receipt by the employee of written notice of all terms and conditions of the payment and/or its benefits and the details of the manner in which deductions will be made. Whenever there is a substantial change in the terms or conditions of the payment, including but not limited to, any change in the amount of the deduction, or a substantial change in the benefits of the deduction or the details in the manner in which deductions shall be made, the employer shall, as soon as practicable, but in each case before any increased deduction is made on the employee's behalf, notify the employee prior to the implementation of the change. Such authorization shall be kept on file on the employer's premises for the period during which the employee is employed by the employer and for six years after such employment ends. Notwithstanding the foregoing, employee authorization for deductions under this section may also be provided to the employer pursuant to the terms of a collective bargaining agreement. Such authorized deductions shall be limited to payments for: (i) insurance premiums and prepaid legal plans; (ii) pension or health and welfare benefits;

- (iii) contributions to a bona fide charitable organization
- (iv) purchases made at events sponsored by a bona fide charitable organization affiliated with the employer where at least twenty percent of the profits from such event are being contributed to a bona fide charitable
- organization;
- (v) United States bonds;
- (vi) dues or assessments to a labor organization; (vii) discounted parking or discounted passes. tokens, fare cards, vouchers, or other items that entitle the employee to use mass transit: (viii) fitness center, health club, and/or gym
- membership dues: (ix) cafeteria and vending machine purchases made at the employer's place of business and purchases made at gift shops operated by the employer, where the employer is a
- hospital, college, or university; (x) pharmacy purchases made at the employer's place of business;
- (xi) tuition, room, board, and fees for pre-school, nursery, primary, secondary, and/or postsecondary educational institutions:
- (xii) day care, before-school and after-school care expenses (xiii) payments for housing provided at no more
- than market rates by non-profit hospitals or affiliates thereof; and
- (xiv) similar payments for the benefit of the

of wages where such overpayment is due to a mathematical or other clerical error by the employer. In making such recoveries, the employer shall comply with regulations promulgated by the commissioner for this purpose, which regulations shall include, but not be limited to, provisions governing: the size of overpayments that may be covered by this section; the timing, frequency, duration, and method of such recovery; limitations on the periodic amount of such recovery; a requirement that notice be provided to the employee prior to the commencement of such recovery; a requirement that the employer implement a procedure for disputing the amount of such overpayment or seeking to delay commencement of such recovery; the terms and content of such a procedure and a requirement that notice of the procedure for disputing the overpayment or seeking to delay commencement of such recovery be provided to the employee prior to the commencement of such recovery.

WE ARE YOUR DOL

www.labor.ny.gov

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

- NEW YORK Department - STATE of Labor

d) repayment of advances of salary or wages made by the employer to the employee. Deductions to cover such repayments shall be made in accordance with regulations promulgated by the commissioner for this purpose, which regulations shall include, but not be limited to, provisions governing: the timing, frequency, duration, and method of such repayment; limitations on the periodic amount of such repayment; a requirement that notice be provided to the employee prior to the commencement of such repayment; a requirement that the employer implement a procedure for disputing the amount of such repayment or seeking to delay commencement of such repayment; the terms and content of such a procedure and a requirement that notice of the procedure for disputing the repayment or seeking to delay commencement of such repayment be provided to the employee at the time the loan is made.

2. Deductions made in conjunction with an employer sponsored pre-tax contribution plan approved by the IRS or other local taxing authority, including those falling within one or more of the categories set forth in paragraph b of subdivision one of t section, shall be considered to have been made accordance with paragraph a of subdivision or this section. 3.a. No employer shall make any charge against w or require an employee to make any payment separate transaction unless such charge or p is permitted as a deduction from wages under provisions of subdivision one of this section or is permitted or required under any provision of current collective bargaining agreement. b. Notwithstanding the existence of employee authorization to make deductions in accorda with subparagraphs (iv), (ix), and (x) of para b of subdivision one of this section and ded determined by the commissioner to be simil such deductions in accordance with subpar (xiv) of paragraph b of subdivision one of th 400 Oak Stree section, the total aggregate amount of such Suite 102

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

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

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

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

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

this ade in one of wages, it by	Albany District State Office Campus Building 12 Room 185A Albany, NY 12226 (518) 457-2730	New York City District 55 Hanson Place 11th Floor Brooklyn, NY 11217 (212) 775-3880
oayment oar the or of a	Bronx District 55 Hanson Place 11th Floor Brooklyn, NY 11217 (212) 775-3719	Rochester District 276 Waring Road Room 104 Rochester, NY 14609 (585) 258-4550
e dance ragraph ductions ilar to tragraph	Buffalo District 295 Main Street Suite 914 Buffalo, NY 14203 (716) 847-7141	Syracuse District 333 East Washington Street Room 121 Syracuse, NY 13202 (315) 428-4057
his his	Garden City District 400 Oak Street	White Plains District 120 Bloomingdale Road



THE RIGHT TO KNOW LAW WORKS FOR YOU.

EW YORK STATE DEPARTMENT OF HEALTH



VETERAN BENEFITS AND SERVICES The following resources and hotlines are available at no-cost to help veterans understand their rights, protections, benefits, and accommodations: dol.ny.gov/veteran-benefits-and-services AL 1 MENTAL HEALTH AND SUBSTANCE TAX BENEFITS ABUSE RESOURCES NYS Department of Tax and Finance All calls and texts are free and confidential Information for military personnel and veterans tax.nv.gov/pit/file/military_page.htm U.S. Department of Veterans Affairs Veterans Crisis Property tax exemptions Line: www.veteranscrisisline.net tax.ny.gov/pit/property/exemption/vetexempt.htm Call: 988. press 1 Text: 838255 Suicide and Crisis Lifeline: www.veteranscrisisline.net Text: 988 Call: 988 EDUCATION, WORKFORCE,

295 Main Street Room 104 Buffalo, NY 14203 (716) 847-7141 (585) 258-4550

Rochester District 276 Waring Road Rochester, NY 14609

conversations is not required; or a requirement limited to the employer's managerial and supervisory employees.

This is a summary of the New York Labor Law § 201-d. This is not a complete text of the law.

NEW YORK CORRECTION LAW ARTICLE 23-A

Syracuse District

Syracuse, NY 13202

White Plains District

120 Bloomingdale Road

White Plains, NY 10605

(315) 428-4057

(914) 997-9521

Room 121

333 East Washington Street

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

§750. Definitions. For the purposes of this article, the following terms shall have the (2) The issuance or continuation of the license or the granting or continuation of following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or iob in auestion

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession provided. However, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

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

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses. (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public. 2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

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

§755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the Division of Human Rights pursuant to the powers and procedures set forth in article fifteen of the Executive Law, and, concurrently, by the New York City Commission on Human Rights.



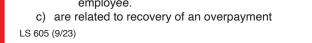
THIS ESTABLISHMENT IS SUBJECT TO THE NEW YORK STATE HUMAN RIGHTS LAW (EXECUTIVE LAW, ARTICLE 15)

DISCRIMINATION BASED UPON AGE, RACE, CREED, COLOR, PROHÍBE LA DISCRIMINACIÓN POR EDAD, RAZA, CREDO, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, SEX, PREGNANCY, GENDER IDENTITY OR EXPRESSION, DISABILITY OR MARITAL STATUS IS PROHIBITED BY THE NEW EMBARAZO, IDENTIDAD O EXPRESIÓN DE GÉNERO, DISCAPACIDAD O YORK STATE HUMAN RIGHTS LAW. SEXUAL HARASSMENT SMENT BASED UPON ANY OF THESE PROTECTED ACOSO POR CUALQUIERA DE ESTAS CLASES PROTEGIDAS CLASSES ALSO IS PROHIBITED.

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

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

LA LEY DE DERECHOS HUMANOS DEL ESTADO DE NUEVA YORK ORIGEN NACIONAL, ORIENTACIÓN SEXUAL, ESTATUS MILITAR, SEXO, ESTADO CIVIL. TAMBIÉN ESTÁ PROHIBIDO EL ACOSO SEXUAL O EL



White Plains, NY 10605 deductions for each pay period shall be subject Garden City, NY 11530 (914) 997-9521 to the following limitations: (i) such aggregate (516) 794-8195

5.

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

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

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

Where are smoking and vaping permitted? Smoking and vaping are permitted in: Private homes and private residences when not used for

day care; Private automobiles; Hotel or motel rooms rented to one or more guests; Retail tobacco businesses (primary activity is the retail sale of tobacco products and accessories, and the sale of other products is merely incidental); Retail electronic cigarette stores (vaping only); Membership

83732

052024

associations where all duties related to the operation of the association are performed by volunteers who are not compensated in any manner; Cigar bars in existence prior to January 1, 2003 (where 10% or more of total annual gross income is from the sale of tobacco products); up to 25% of seating in outdoor areas of restaurants with no roof or ceiling enclosure may be designated smoking areas; and adult-use on-site consumption premises authorized pursuant to article four of the cannabis law, provided however, that such locations may only permit the smoking or vaping of cannabis.

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

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

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

For more information about the Act, call (518) 402-7600 or email TobaccoEnforcement@health.ny.gov.

STATE OF NEW YORK, Department of Health

NOTICE REQUIREMENTS FOR FRINGE BENEFITS AND HOURS

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

Fringe

Written Information Regarding	
e Benefits and Hours Are Located At	

LOCATION(S)

NYS Office of Mental Health (OMH): www.omh.ny.gov NYS Office of Addiction Services and Supports (OASAS): www.oasas.ny.gov/hopeline Call: 1-877-8-HOPENY (467469)	Veteran Readiness and Employment (VR&E) Program: www.benefits.va.gov/vocrehab New York State Civil Service Credits for Veterans Program: www.cs.ny.gov
Text: HOPENY (467369)	ADDITIONAL RESOURCES
LEGAL SERVICES	NYS Domestic and Sexual Violence Hotline: Call: 800-942-6906 Text: 844-997-2121
Veterans Treatment Courts (VTC): ww2.nycourts.gov/ courts/problem_solving/vet/courts.shtml Email: ProblemSolving@courts.state.ny.us NYS Defenders Association Veteran Defense Program: https://www.nysda.org/page/VDP	NYS Workplace Sexual Harassment Hotline: Call: 1-800-HARASS-3 NYS Department of Motor Vehicles: • Veteran Status Designation Photo Document: dmv.ny.gov/more-info/veteran-status- designation-photo-document • Veteran License Plate: dmv.ny.gov/plates/military-and-veterans
NEW YORK STATE DEPARTMENT OF VETERANS' SERVICES	NEW YORK STATE DEPARTMENT OF LABOR VETERANS' PROGRAM
Website: veterans.ny.gov Help Line: 1-888-838-7697 Email: DVSInfo@veterans.ny.gov	Website: dol.ny.gov/services-veterans Help Line: 1-888-469-7365 Email: Ask.Vets@labor.ny.gov
Services: Legal, education, employment and volunteer, financial, health care, and more.	Services: Workforce and training resources, unemployment insurance, the Experience Counts program, and more.
Veterans' Services	WE ARE YOUR DOL
37 (2/24)	The New York State Department of Labor is an Equal Opportunity Employer/Pro

EMERGENCY NUMBERS CALL 911 POLICE:

AMBULANCE: PHYSICIAN:

HOSPITAL:

FIRE DEPARTMENT:

POISON CONTROL:

OSHA:

LS 606 (09-07)

Crisis Textline

PAY DAY NOTICE

PAY DAY

MONDAY	FRIDAY
TUESDAY	SATURDAY
WEDNESDAY	SUNDAY
THURSDAY	
PAY SCHEDULE IS: WEEKLY BIWEEKLY	SEMI MONTHLYMONTHLY

PAYCHECKS ARE ISSUED ON THE:

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

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

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

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

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

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

blockbusting.

Reasonable accommodations and modifications for persons with disabilities may also be required. Does not apply to:

(1) rental of an apartment in an owner-occupied two-family house (2) restrictions of all rooms in a housing accommodation to individuals of the same sex

(3) rental of a room by the occupant of a house or apartment (4) sale, rental, or lease of accommodations of housing exclusively to persons 55 years of age or older, and the spouse of such persons

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

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

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

EDUCATION INSTITUTIONS

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

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

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

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

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

FOR FURTHER INFORMATION. WRITE OR CALL THE DIVISION'S

TODOS LOS EMPLEADORES (hasta el 8 de febrero de 2020, solo los empleadores de cuatro o más personas), AGENCIAS DE EMPLEO, ORGANIZACIONES DE TRABAJO Y PROGRAMAS DE CAPACITACIÓN **DE APRENDICES**

Asimismo, está prohibida la discriminación en el empleo sobre la base de la observancia del Shabat o prácticas religiosas; peinados asociados con la raza (también se aplica a las áreas enumeradas a continuación) arresto previo o antecedentes penales; las características genéticas predisponentes; el estado civil; las condiciones relacionadas con el embarazo.

Es posible que sea necesario hacer acomodos razonables para personas con discapacidades y condiciones relacionadas con el embarazo incluyendo lactación. Un arreglo razonable es una adaptación a un trabajo o entorno laboral que permita que una persona con discapacidad realice las tareas esenciales de un trabajo de manera razonable.

También están cubiertos: trabajadores domésticos están protegidos en casos acoso y represalias; internos y no empleados cuales trabajan en el lugar de trabajo (por ejemplo trabajadores temporarios o contratantes) están protegidos de toda discriminación descrita arriba.

ALQUILER. ARRENDAMIENTO O VENTA DE VIVIENDA. TERRENO O ESPACIO COMERCIAL INCLUYENDO ACTIVIDADES DE AGENTE DE **BIENES RAÍCES Y VENDEDORES**

También esta prohibido: la discriminación a base de fuente de ingreso legal (por ejemplo vales, beneficios de discapacidad, manutención de niños); estado familiar (familias con niños o en estado de embarazo): arresto previo o condena sellada; boicot comercial o acoso inmobiliario. También es posible que sea necesario realizar modificaciones y arreglos razonables para personas con discapacidades. Excepciones:

(1) alquiler de un apartamento en una casa para dos familias ocupada por el dueño

(2) restricciones de todas las habitaciones en una vivienda para individuos del mismo sexo

(3) alquiler de una habitación por parte del ocupante de una casa o apartamento

(4) venta, alguiler o arrendamiento de aloiamiento en una casa exclusivamente a personas mayores de 55 años y al cónyuge de dichas personas

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

TODAS TRANSACCIONES CREDITICIAS INCLUYENDO FINANCIAMENTO PARA LA COMPRA, MANTENIMIENTO Y REPARACION DE VIVIENDAS

LUGARES DE ALOJAMIENTO PÚBLICO, COMO RESTAURANTES, HOTELES, HOSPITALES Y CONSULTORIOS MÉDICOS, CLUBS, PARQUES Y OFFICINAS DEL GOBIERNO Excepción: La edad no es una clasificación cubierta respecto a los alojamientos públicos. Es posible que sea necesario realizar arreglos razonables para personas con discapacidades.

INSTITUCIONES EDUCATIVAS

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

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

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

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

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

IS ON:		
DAY	FRIDAY	
DAY	SATURDAY	
NESDAY SDAY	SUNDAY	
EDULE IS:		

