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

physical health condition, and

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,

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

To care for your spouse, child or parent with a serious mental or

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

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

## Am I eligible to take FMLA leave?

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

lef.: 29 CFR §825.300

**PROHIBITIONS** 

**EXEMPTIONS** 

SAFETY@pa.gov.

are normally posted.

upon request.

LIBC-262 03-20

**Work Area List:** 

**Employee Workplace Notice:** 

**Hazardous Substance Survey Form:** 

employee newly assigned to that work area.

Material Safety Data Sheet:

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

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

How do I request FMLA leave?

Generally, to request FMLA leave you must:

same reason when requesting additional leave.

Personnel Management or Congress.

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

Federal, State and local governments are not affected by the law. Also, the

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

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

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

law does not apply to tests given by the Federal Government to certain

for refusing to take a test or for exercising other rights under the Act.

private individuals engaged in national security-related activities.

pharmaceutical manufacturers, distributors and dispensers.

loss to the employer

pennsylvania

**DEPARTMENT OF LABOR & INDUSTRY** 

BUREAU OF WORKERS' COMPENSATION

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

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

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

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

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

detector tests

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 provided

to verify medical leave and may request certification of a qualifying

bargaining agreement that provides greater family or medical leave

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

**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.

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 (P.L. 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-

**EXAMINEE** 

**ENFORCEMENT** 

by the law but are subject to the jurisdiction of the U.S. Office of

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.

- If you are eligible for FMLA leave, your **employer** <u>must</u>: You work for a private employer that had at least 50 employees
- during at least 20 workweeks in the current or previous calendar on the same basis as if you had not taken leave, and You work for an elementary or public or private secondary school,

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 you are eligible or not eligible for FMLA leave. If your employer

About your FMLA rights and responsibilities, and

## Where can I find more information?

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

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



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

The Secretary of Labor may bring court actions to restrain violations and

assess civil penalties against violators. Employees or job applicants may

**EMPLOYEE WORKPLACE NOTICE** 

**PUBLIC SECTOR** 

**Pennsylvania Worker and Community** 

**Right To Know Act** 

results disclosed to unauthorized persons.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER

WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

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 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

All containers and ports 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

port of a pipeline system so that employees can easily identify the contents.

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

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

the requesting employee may refuse to work with the substance.

**Environmental Hazard Survey Form:** 

provided to any employee upon request.

Health and Exposure Records:

(under 30 CFR 70.210 and 71.210).

& Industry, Bureau of PENNSAFE.

Non-discrimination

Auxiliary aids and services are available upon request to individuals with disabilities

Equal Opportunity Employer/Program

also bring their own court actions.

WH1420 REV 04/23

 Allow you to take job-protected time off work for a qualifying Continue your group health plan coverage while you are on leave

Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including

may qualify under the FMLA, your employer must confirm whether determines that you are eligible, your employer must notify you in

How much of your requested leave, if any, will be FMLA-protected



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

Discrimination on Basis of Sex Prohibited: Prohibits discrimination by any employer

Department of Labor & Industry LABOR & INDUSTRY

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.

Administration: Empowers the Secretary of Labor & Industry to administer the provisions of the

training or merit increase system that does

not discriminate on the basis of sex.

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

🛮 pennsylvania

PA UC ACCOUNT NUMBER

through no fault of your own

Pennsylvania Department of Labor & Industry as

Apply for Unemployment Compensation (UC) Benefits.

· Social Security Number

restitution and loss of future benefits.

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

• Name, address, and account number of employer(s) from Form UC-1609

• Personal Identification Number (PIN) (if you have one from a prior claim)

• Alien registration number (if not a U.S. citizen)

Dates of employment and reasons for leaving

• Most recent pay stub (optional but helpful)

unreported work and earnings, as well as unreported pensions.

· Complete mailing and home address

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 &

collection. Limits the period for such action

to two years from the date upon which the

violation occurs.

Bureau of Labor Law Compliance

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: (I) 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.

PENNSYLVANIA UNEMPLOYMENT

**COMPENSATION** 

## 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

Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law, I am registered with the

The UC Law can provide you with an income during periods when you are either partially or totally unemployed

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

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

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

**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

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,

Auxiliary aids and services are available upon request to individuals with disabilities.

FEDERAL

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

LABOR LAW

DEPARTMENT OF LABOR & INDUSTRY
OFFICE OF UNEMPLOYMENT COMPENSATION BENEFITS POLICY

## MINIMUM WAGE LAW SUMMARY

**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 breast milk for their nursing child for one year after the child's birth

**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.

cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

coworkers and the public, which may be used by the employee to express breast milk.

· Some state laws provide greater employee protections; employers must comply with both.

WAGE AND HOUR DIVISION

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.

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

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

The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the

· Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at

· 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

· Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by

UNITED STATES DEPARTMENT OF LABOR www.dol.gov/agencies/whd

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

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

MUST BE POSTED IN A CONSPICUOUS PLACE IN EVERY

PENNSYLVANIA BUSINESS GOVERNED BY THE MINIMUM WAGE ACT

## Minimum Wage Rate

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

Different rules apply in agricultural employment.

participate in any proceeding under the FLSA.

work requirements

the Department of Labor

TIP CREDIT

**ADDITIONAL** 

**INFORMATION** 

**\$7.25 per hour** Effective July 24, 2009 (Except as Described)

### **Overtime** Rate

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

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.

## **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

**KEEPING RECORDS:** Every employer must maintain accurate records of each employee's earnings and

### other violations may result in payment of back wages and other civil or criminal action where warranted.

Failure to pay the legal minimum wage or

Overtime applies to certain employment

classifications. **SPECIAL ALLOWANCES FOR:** hours worked, and provide access to Labor Students, learners and people with

disabilities, upon application only.

## **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

eiaht weeks Students: Up to 20 hours a week. Up to

40 hours a week during school vacation

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

Individuals with a physical or mental

specifying a rate commensurate with

deficiency or injury may be paid less than

the applicable minimum wage if a license

## **EXEMPTIONS** from Overtime Rates

& Industry.

Any salesman, partsman 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) 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 Any employee engaged in the processing of maple sap into sugar (other than refined sugar)

Employment by a motion picture theatre Announcer, news editor, chief engineer of a radio or television station, the major studio of

 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

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

### **EXEMPTIONS FROM BOTH** Minimum Wage and Overtime Rates

1-866-487-9243

Labor on a farm

· Domestic service in or about the private home of the employer · Delivery of newspapers to the consumer

religious or nonprofit educational conference center, if

by the officeholder to serve on a policy making level

 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

Bona fide outside salesman Educational, charitable, religious, or nonprofit organization where no employer-employee

• 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

(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 Switchboard operator employed by an independently-owned public telephone company

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

• Executive, Administrative, and Professional employees, as defined by the Department

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

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.

**QUESTIONS/COMPLAINTS** 

## **CONTACT:**

201-B State Office Bldg.

100 Lackawanna Avenue

Scranton, PA 18503

Phone: **570-963-4577** or **877-214-3962** 

**COUNTIES SERVED:** Bedford Elk McKean Bureau of Labor Law Compliance Blair Fayette Mifflin Altoona District Office 1130 12th Avenue Cambria Forest Potter Cameron Fulton Somerset Suite 200 Altoona, PA 16601-3486 Centre Huntingdon Warren Phone: 814-940-6224 or 877-792-8198 Clarion Indiana Westmoreland Clearfield Bureau of Labor Law Compliance Lancaster Columbia Harrisburg District Office Lebanon Cumberland 651 Boas Street, Room 1301 Dauphin Harrisburg, PA 17121-0750 Franklin Phone: 717-787-4671 or 800-932-0665 Juniata Bucks Bureau of Labor Law Compliance Philadelphia District Office Chester 110 North 8th St., Suite 203 Delaware Philadelphia, PA 19107 Montgomery Phone: 215-560-1858 or 877-817-9497 Philadelphia Bureau of Labor Law Compliance Allegheny Greene Pittsburgh District Office Lawrence 301 5th Avenue, Suite 330 Butler Mercer Pittsburgh, PA 15222 Crawford Venango Phone: 412-565-5300 or 877-504-8354 Washington Bureau of Labor Law Compliance Bradford Northampton Scranton District Office

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.

Carbon

Lackawanna

Lehigh

Lycoming

pennsylvania

Northumberland

Schuylkill

Union

Wyoming



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

This poster is available free from OSHA.

Contact OSHA. We can help.

83738

042024

## **Employers must:**

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

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



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

t 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

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

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

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 17101-2210

WARNING: Removing, defacing, covering up or destroying this notice is

(717) 787-4410 • (717) 787-7279 (TTY) • www.phrc.pa.gov To file a complaint, contact the Regional Office nearest you:

Harrisburg Philadelphia 301 5th Ave., Suite 390 333 Market Street, 110 N. 8th Street, Piatt Place 8th Floor Pittsburgh, PA 15222 Philadelphia, PA 19107 Harrisburg, PA 17101-2210

(412) 565-5395 (717) 787-9780 (215) 560-2496 (412) 565-5711 (TTY) (717) 787-7279 (TTY) (215) 560-3599 (TTY)

> **EMPLOYMENT PROVISIONS OF THE** PENNSYLVANIA HUMAN RELATIONS ACT

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

iploma based on passing a general education development test, or willingness or refusal to participate in abort

COMMONWEALTH OF PENNSYLVANIA

**HUMAN RELATIONS COMMISSION** 

PURPOSE OF PROVISIONS ne purpose of the employment provisions of the Pennsylvania Human Relations Act is to prevent and elim nlawful discriminatory practices in employment because of race, color, religion, ancestry, age (40 and above ex, national origin, non-job related disability, known association with a disabled individual, possession of

**UNLAWFUL DISCRIMINATORY PRACTICES** is unlawful – on the basis of the facts listed above – for an employer, labor union or employment agency to:

Deny any person an equal opportunity to obtain employment, to be promoted and to be accorded all other righ

Deny membership rights and privileges in any labor organization Deny any person equal opportunity to be referred for employment Refuse to contract or otherwise discriminate in contracting with any independent contractor as defined by is also unlawful for any person, employer, labor union or employment agency to retaliate against an individ ecause the individual has filed a complaint with the Commission, or has otherwise participated in any Commi

ceeding, or for any person to aid or abet any unlawful discriminatory practice under the Human Relations Ac

to compensation, tenure, and other terms, conditions and privileges of employment

PARTIES SUBJECT TO THE ACT The employment provisions of the Pennsylvania Human Relations Act apply to: (1) Employers of 4 or more ersons, including units of state and local government, (2) Labor organizations, and (3) Employment agencies

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, B) The Attorney General of Pennsylvania, or (4) An employer whose employees hinder compliance with the PARTIES EXEMPT FROM THE ACT he employment provisions of the Pennsylvania Human Relations Act do not apply to: (1) Any individual emplo in agriculture or domestic service, (2) Any individual who, as part of his or her employment, resides in the pers

is required by law to post this notice in a conspicuous, easily accessible and well-lighted location custom Removing, defacing, covering up or destroying this notice is a violation of the

Pennsylvania Crimes Code and may subject you to fine or imprisonment.

To file a complaint, contact the Regional Office nearest you:

110 N. 8th St., Suite 50

Philadelphia, PA 19107

(215) 560-3599 (TTY)

(215) 560-2496

WHO MUST POST THIS NOTICE

Every employer, labor organization and employment agency subject to the employment provisions of this Ac

For further information, write, phone or visit the Pennsylvania Human Relations Commission Executive Offices: 333 Market Street, 8th Floor • Harrisburg, PA 17101-2210 (717) 787-4410 • (717) 787-7279 (TTY) or visit us at www.phrc.pa.gov

sidence of the employer, (3) Any individual employed by his or her parents, spouse or child.

Pittsburgh, PA 15222 (412) 565-5395 (412) 565-5711 (TTY)

01 5th Ave.. Suite 390

(717) 787-9780 (717) 787-7279 (TTY)

333 Market Street, 8th Floor

pennsylvania

**DEPARTMENT OF LABOR & INDUSTRY** BUREAU OF WORKERS' COMPENSATION

The name, address and telephone number of your employer's workers' compensation insurance company, third-party administrator (TPA), or person handling workers' compensation claims for your company, are shown below. IF SOMEONE OTHER THAN INSURER IS

(Complete all applicable spaces) Name of Insurance Company:

Telephone Number

IBC-500 REV 09-22

criminal and civil penalties under 18 Pa. C.S.A. §4117 (relating to insurance fraud)

717.772.3702

toll-free inside PA: 800.482.2383

Telephone Number:

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

REMEMBER: IT IS IMPORTANT TO TELL YOUR

**EMPLOYER ABOUT YOUR INJURY** 

local & outside PA: 717 772 4447 Auxiliary aids and services are available upon request to individuals with disabilities Equal Opportunity Employer/Program

ra-li-bwc-helpline@pa.gov

Any person who believes a contractor has violated

The Office of Federal Contract Compliance Program

OFCCP's authorities should contact immediately

PROGRAMS OR ACTIVITIES

Race, Color, National Origin, Sex

RECEIVING FEDERAL FINANCIAL

Act of 1964, as amended, Title VI of the Civil Rights Act of

1964, as amended, prohibits discrimination on the basis

ination is covered by Title VI if the primary objective

of race, color or national origin in programs or activities

receiving Federal financial assistance. Employment

of the financial assistance is provision of employment.

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

or where employment discrimination causes or may

Section 504 of the Rehabilitation Act of 1973, as

amended, prohibits employment discrimination on the

(OFCCP)

U.S. Department of Labor

Washington, D.C. 20210

**ASSISTANCE** 

1-800-397-6251 (toll-free)

200 Constitution Avenue, N.W.

rimination or affirmative action obligations under

IF SOMEONE OTHER THAN SELF-

Name of TPA (Claims administrator):

**INSURER IS HANDLING CLAIMS:** 

(Complete all applicable spaces)

Know Your Rights: Workplace Discrimination is Illegal

(Complete all applicable spaces)

Telephone Number:

Name of person handling claims at

Who is Protected?

Employees (current and former), including managers and temporary employees Union members and applicants for membership

State and local governments (as employers) Educational institutions (as employers) **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

 National origin Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity) Age (40 and older)

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 vestigation, or proceeding Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy

What Employment Practices can be

Challenged as Discriminatory?

Discharge, firing, or lay-off

or physical conduct)

Genetic information (including employer requests for

of discrimination, is available at

**EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS** 

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



**WWW.COMPLIANCEPOSTER.COM** 

who, with or without reasonable accommodation, can form the essential functions of the iob. If you believe you have been discriminated against in a program of any institution which receives Federal financia assistance, you should immediately contact the Federal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that Pay (unequal wages or compensation) · Failure to provide reasonable accommodation for a protect you from discrimination in employment disability; pregnancy, childbirth, or related medical If you believe you've been discriminated against condition; or a sincerely-held religious belief, observance at work or in applying for a job, the EEOC may be

 Obtaining or disclosing genetic information of employees What Organizations are Covered?

· Job training

What can You Do if You Believe **Discrimination has Occurred?** Contact the EEOC promptly if you suspect discriminati

> the following ways Submit an inquiry through the EEOC's public portal https://publicportal.eeoc.gov/Portal/Login. 1-800-669-4000 (toll free) 1-800-669-6820 (TTY)

Requesting or disclosing medical information

from opposing discrimination, filing a charge, or

nmodation) or pregnancy accommodatior

participating in an investigation or proceeding

1-844-234-5122 (ASL video phone www.eeoc.gov/field-office)

onal information about the EEOC, including information about filing a charge

Compliance Programs (OFCCP) enforces the

The Department of Labor's Office of Federal Contract nondiscrimination and affirmative action commitments of Retaliation is prohibited against a person who files a

basis of disability in any program or activity which receive Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities

Individuals with Disabilities

agency providing such assistance.

action to ensure equality of opportunity in all aspects of If you are deaf, hard of hearing, or have a speech · Conduct that might reasonably discourage someone disability, please dial 7-1-1 to access telecommunic relay services. OFCCP may also be contacted by Asking About, Disclosing, or submitting a question online to OFCCP's Help Desk Conduct that coerces, intimidates, threatens, or into at https://ofccphelpdesk.dol.gov/s/, or by calling an Discussing Pay with someone exercising their rights, or someone OFCCP regional or district office, listed in most telephon assisting or encouraging someone else to exercise Executive Order 11246, as amended, protects applicants rights, regarding disability discrimination (including and on OFCCP's "Contact Us" webpage at and employees of Federal contractors from discrimination https://www.dol.gov/agencies/ofccp/contact

company with a Federal contract or subcontract, you are

Race, Color, Religion, Sex,

National Origin

Sexual Orientation, Gender Identity,

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

based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or Do not delay, because there are strict time limits for filing Section 503 of the Rehabilitation Act of 1973, as

a charge of discrimination (180 or 300 days, depending o amended, protects qualified individuals with disabilities where you live/work). You can reach the EEOC in any of from discrimination in hiring, promotion, discharge, par inge benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasona 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

executive level **Protected Veteran Status** The Vietnam Era Veterans' Readiustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits

mployment discrimination against, and requires affirmative action to recruit, employ, and advance in ployment, disabled veterans, recently separated

companies doing business with the Federal Government. complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by