

MAINE Labor Laws

POSTER COMPLIANCE DATE 01/2022

Minimum Wage

Department of Labor, Bureau of Labor Standards

Minimum Wage

Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.

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 employers who do not comply.

This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>

Minimum Wage is \$12.75 per hour effective January 1, 2022

Minimum Wage
Under Maine labor laws, any business operating in the state with one employee is automatically covered by state law. This includes all public and private employees regardless of profit or size. Effective January 1, 2022, the minimum wage in Maine is \$12.75 per hour.

Municipal Minimum Wage Ordinances

Employers with employees who work in Bangor 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.

Service Employee

A service employee is someone who regularly receives more than \$100 a month in tips. As of January 1, 2022, employers must pay a direct wage of at least \$6.38 per hour to service employees. 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.

Overtime
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 rates 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

REV. 09/2021

NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate.

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

Child Labor

Department of Labor, Bureau of Labor Standards

Child Labor Laws

Maine Law (Title 26, M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.

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 workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.

This poster describes some important parts of the laws. A copy of the actual laws and 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 website.)

14 and 15 year olds may work in most businesses, except in occupations declared hazardous and jeopardize their health, well-being or educational opportunities. **16 and 17 year olds** may work in most businesses, however not in hazardous jobs. These provisions also provide limited exemptions. Contact the Bureau of Labor Standards for details.

Work Permits

- 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.
- Employer keeps Bureau-approved permit on file.

Recordkeeping

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 day. **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 or <http://youth.dol.gov>.

Work Hours 14 and 15 year olds

- No more than six days in a row.
- Cannot work before 7 a.m.
- Not after 7 p.m. during school year.
- Cannot work after 9 p.m. during summer vacation.

When School Is Not in Session

- No more than 8 hours in any one day (weekend, holiday, vacation or workshop).
- Not more than 40 hours in a week (school must be out entire week).

REV. 11/2019

Video Display

Department of Labor, Bureau of Labor Standards

Video Display Terminals

Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.

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

Video Display Terminals M.R.S.A. Title 26 §251.

- Bureau. "Bureau" means the Department of Labor, Bureau of Labor Standards.
- Employ. "Employ" means to employ or permit to work.
- Employee. "Employee" means any person engaged to work on a steady or regular basis as an operator by an employer located or doing business in the State.
- Employer. "Employer" means any person, partnership, firm, association or corporation, public or private that uses 2 or more terminals at one location.
- Operator. "Operator" means any employee whose primary task is to operate a terminal for more than four consecutive hours, exclusive of breaks, on a daily basis.
- Terminal. "Terminal" means any electronic video screen data presentation machine, commonly called video display terminals.

For full text of the statute visit M.R.S.A. Title 26 §251, 252.

If you have questions about working safely at the computer, speak to your supervisor or contact the Maine Department of Labor

Bureau of Labor Standards
Telephone: 1-877-SAFE-345 (1-877-723-3345)
TTY users call Maine Relay 711.
Web site: www.maine.gov/labor/bls
Email: bls.mdol@maine.gov

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request. This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>

REV. 11/2019

Regulation of Employment

Department of Labor, Bureau of Labor Standards

Regulation of Employment

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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 employers who do not comply.

This poster describes some important parts of the laws. A copy of the actual laws and 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.)

This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>

Time of Payment

Employees must be paid in full at least every 16 days. Employees must be notified of any decrease in wages or salary at least one day prior to the change.

Payment of Wages

Employees who leave a job must be paid in full on the next payday or within two weeks, whichever is earlier. This may also include the payment of accrued vacation pay and/or Earned Paid Leave if established in company policy or in practice.

Unfair Agreement

Employers cannot require that an employee pay for losses such as broken merchandise, bad checks, or bills not paid by customers, nor for special uniforms and certain tools of the trade.

Rest Breaks

Most employees must be offered a 30 consecutive minute paid or unpaid rest break after 6 hours of work.

Nursing mothers must be provided with unpaid break time or be permitted to use their paid break or meal time to express milk. The employer must make reasonable efforts to provide a clean room or location, other than a bathroom, where the milk can be expressed.

Family Medical Leave

An employee who has worked for the last 12 months at a workplace with 15 or more employees can have leave for up to 10 paid or unpaid weeks in 2 years for:

- Birth or adoption of a child or domestic partner's child;
- Serious health condition of the employee or immediate family member, including domestic partner; domestic partner's child, grandchild, domestic partner's grandchild;
- Organ donation;
- Death or serious health condition of the employee's spouse, domestic partner, parent or child if it occurs while the spouse, domestic partner, parent or child is on active duty;
- Serious health condition or death of a sibling who shares joint living and financial arrangements with the worker.

(Federal family medical leave is different, call 866-487-9243 for more information.)

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 or the Bureau of Labor Standards.

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REV. 12/2021

Sexual Harassment

Human Rights Commission

THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION

SEXUAL HARASSMENT ON THE JOB IS ILLEGAL

- UNWELCOME SEXUAL ADVANCES
- SUGGESTIVE OR LEWD REMARKS
- UNWANTED HUGS, TOUCHES, KISSES
- REQUESTS FOR SEXUAL FAVORS
- 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/hmrc

OR CONTACT YOUR PERSONNEL DEPARTMENT:

DEPARTMENT / AGENCY CONTACT

REV. 10/2012

Unemployment Ins.

Department of Labor, Bureau of Unemployment Compensation

Maine Employment Security Law

Rules Governing The Administration of the Employment Security Law states every employer shall post and maintain such notices to its workers.

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 information, call 1-800-593-7660 toll free.

Full- and Part-Time Workers

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 know your Social Security Number. Also, you should have the names and addresses of all employers for whom you worked, and your dates of employment in the last 18 months.

To file online: www.maine.gov/reemploye
This is the fastest, easiest way to file.

To file by phone: 1-800-593-7660
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.maineccarecenter.gov to 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.

Maine Department of Labor
Bureau of Unemployment Compensation
97 State House Station, Augusta, ME 04333-0097

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request. This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>

Me. I-1

Rev. 11/2019

Whistleblowers

Department of Labor, Bureau of Labor Standards

Whistleblower's Protection Act

Maine Law (Title 26 M.R.S.A. § 839) requires every employer to place this poster in the workplace where workers can easily see it.

Protection of Employees Who Report or Refuse to Commit Illegal Acts

For more information or to file a complaint under this law, contact:

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 Bureau's web site.)

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;
- You are a healthcare worker and you reported a medical error;
- You reported something that risks someone's health or safety;
- 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
- You have been involved in an investigation or hearing held by the government.

You are protected by this law ONLY if:

- You tell your boss about the problem and allow a reasonable time for it to be corrected; or
- 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)

(Name) _____

(Title) _____

(Location or Phone) _____

U.S. DEPARTMENT OF LABOR

WAGE AND HOUR DIVISION
P.O. BOX 554
PORTLAND, MAINE 04112
Tel: 207-780-3344
www.dol.gov

U.S. DEPARTMENT OF LABOR/OSHA

40 WESTERN AVENUE
AUGUSTA, MAINE 04330
Tel: 207-626-9160
www.osha.gov

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

This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>

THE MAINE HUMAN RIGHTS COMMISSION
51 STATE HOUSE STATION
AUGUSTA, MAINE 04333
Tel: 207-624-6290
TTY users call MAINE RELAY 711
www.Maine.gov/hmrc

THE FOLLOWING AGENCIES MAY PROVIDE USEFUL INFORMATION ON WORKPLACE SAFETY AND LABOR LAWS:

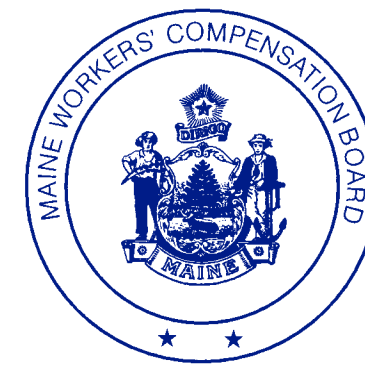
U.S. DEPARTMENT OF LABOR
WAGE AND HOUR DIVISION
P.O. BOX 554
PORTLAND, MAINE 04112
Tel: 207-780-3344
www.dol.gov

U.S. DEPARTMENT OF LABOR/OSHA
40 WESTERN AVENUE
AUGUSTA, MAINE 04330
Tel: 207-626-9160
www.osha.gov

MAINE DEPARTMENT OF LABOR
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

REV. 11/2019

FOR DATES OF INJURY ON AND AFTER JANUARY 1, 2020



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
106 Hogan Road, Suite 1
Bangor, ME 04401
207-941-4550
1-800-400-6856

PORTLAND
1037 Forest Avenue, Suite 11
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

Notice to Employees:

State law requires your employer to provide workers' compensation insurance for its employees. Workers' compensation insurance provides benefits to employees who are injured at work.

If you are injured at work, NOTIFY YOUR EMPLOYER AT ONCE. You may lose your right to receive benefits unless your employer is notified within 60 days of your injury. Your claim is also subject to a two year statute of limitations. Worker advocates are available at the Workers' Compensation Board to help injured workers.

It is against the law for employers to misclassify employees as independent contractors for the purposes of avoiding workers' compensation insurance, unemployment coverage, or other employer paid taxes and withholdings. For more information on laws pertaining to the hiring of independent contractors, visit the Worker Misclassification Task Force website at www.maine.gov/labor/misclass.

If you have any questions about your rights, please contact one of the regional offices.

A l'intention des Employes:

D'après les lois de l'Etat du Maine, votre employeur est tenu de souscrire à une assurance indemnissant ses employés victimes d'un accident du travail.

Si vous êtes victime d'un accident du travail, PRENEZ 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.

La loi interdit aux employeurs de classer fautiveusement leurs salariés comme étant des contractants privés aux fins d'échapper à l'assurance compensatrice-employé, aux

indemnités de chômage, ou aux autres charges et retenues dues par l'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 ley del estado de Maine requiere que su empresario proporcione el seguro de compensaciones para el trabajador a todos los trabajadores. El seguro de compensaciones para el trabajador proporciona beneficios a los trabajadores accidentados en el trabajo.

En caso de sufrir accidente o daño laboral, NOTIFIQUELO INMEDIATAMENTE A SU EMPRESARIO. Podría perder el derecho a recibir compensación a menos que su empresario sea notificado de este accidente o daño en el plazo de 60 días. Así mismo esta reclamación debe hacer referencia a un accidente o daño que no haya ocurrido hace más de dos años. Los defensores del trabajador están disponibles para proporcionar ayuda a los trabajadores accidentados en el Consejo de Administración de Compensaciones para el Trabajador (Workers' Compensation Board).

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, u otros impuestos pagados y retenidos por el empleador, está en contra de la ley del empleador. Para mayor información acerca de las leyes 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.

ENGLISH	Interpreters Available When calling for assistance, please say the name of your language in English and an interpreter will be called for you. Please stay on the line.	Tlumacze dostępni na życzenie. Aby uzyskać pomoc tłumacza, proszę powiedzieć po angielsku "Polish"; czekać na linię.	VIETNAMESE "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 chớ treo đường dây."
POLISH	"K Вашим услугам имеются переводчики" "Когда Вы обращаетесь за помощью по телефону, пожалуйста скажите, что Вы говорите по-русски (произнесите: "РАЙШ"), и мы обеспечим Вас переводчиком. После этого, пожалуйста, оставайтесь на линии."	RUSSIAN "К Вашим услугам имеются переводчики" "Когда Вы обращаетесь за помощью по телефону, пожалуйста скажите, что Вы говорите по-русски (произнесите: "РАЙШ"), и мы обеспечим Вас переводчиком. После этого, пожалуйста, оставайтесь на линии."	ARABIC مترجمون لليونيين متوفرين لخدمتكم عند الحاجة للمساعدة أو لعلم عدم مبنية لرجو منكم أن تذكروا (أر-ب-ك: "نحن نقدم لكم مترجماً شفوياً. ابتداءً على الخط من 711-800-400-6855.")
SPANISH	Tenemos intérpretes a su disposición Si precisa de atendimento em Português, por favor diga "Portuguese" e um intérprete será prontamente chamado. Por favor, aguarde na linha.	CHINESE 提供口譯服務 打電語請求幫助時，請用英語說 "致電呢斯" (CHINESE) — 我們將為您提供口譯人員。請不要掛斷電話。	PERSIAN افراد مترجم در دسترس می باشند. اگره بدان صحبت می کنید به انگلیسی ذکر کنید تا راجع به امری به ما تلفن می کنید. لطفاً نام زبانی قطع نکنید. هنگامیکه برای درخواست کمک یا شما تماس گرفته شود، لطفاً روی خط منتظر بمانید. با یک مترجم برای
PORTUGUESE	Temos intérpretes à sua disposição Se precisar de atendimento em Português, por favor diga "Portuguese" e um intérprete será prontamente chamado. Por favor, aguarde na linha.	JAPANESE 通訳を必要とされる場合は「ジャパニーズ」とおっしゃり、通訳がご来店までのままでお待ちください。	FRENCH Des interprètes sont à votre disposition 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.
ITALIAN	Abbiamo interpreti disponibili Se avete bisogno di assistenza in Italiano, Vi preghiamo di dire "Italian" e un interprete sarà messo a Vostra disposizione. Vi preghiamo di rimanere in linea.	KOREAN 한국어 통역을 이용하실 수 있습니다. 도움의 필요하여 전화용 거실 때 영어로 쓰리엔 (KOREAN)이라고 말씀하시면 통역자를 연결해 드립니다. 전화용 끊지 마시고 기다리십시오.	SOMALI Turjumaano wa la helayaa Marka ad caawinada inoogu soo yeeraynaysa, fadhila laqaddadaa di Ingiriisi inoogu sheeg turjubaan aya Igaugu yeeri doonayaa. Taleefoonka ha dhigayn.

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, access to, or operation of its programs, services or activities. This poster is available in alternative format. For further assistance, contact the Maine Workers' Compensation Board, ADA Coordinator, telephone: (888) 801-9087 or