EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

ENFORCEMENT

\$7.25 PER HOUR

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

OVERTIME PAY At least 11/2 times the regular rate of pay for all hours worked over 40 in a workweek. An employee must be at least 16 years old to work in most non-farm jobs and at least

mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum

wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make PUMP AT WORK

The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than

CT

0024-075-0

Minimum Wage:

DEPARTMENT OF LABOR



www.dol.gov/agencies/whd

a bathroom, that is shielded from view and free from intrusion from coworkers and the

liquidated damages in instances of minimum wage, overtime, and other violations. The

Department may litigate and/or recommend criminal prosecution. Employers may be

wage or overtime pay provisions of the law. Civil money penalties may also be assessed

for violations of the FLSAs child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury

of any minor employee, and such assessments may be doubled when the violations

are determined to be willful or repeated. The law also prohibits retaliating against or

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

Certain occupations and establishments are exempt from the minimum wage

and/or overtime pay provisions. Certain narrow exemptions also apply to the

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

the Northern Mariana Íslands, and the Commonwealth of Puerto Rico.

Some state laws provide greater employee protections; employers must

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

Certain full-time students, student learners, apprentices, and workers with

disabilities may be paid less than the minimum wage under special certificate

assessed civil money penalties for each willful or repeated violation of the minimum

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

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

pump at work requirements.

classified independent contractors are not

issued by the Department of Labor.



1-866-487-9243

Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusion

against past and present members of the uniformed services, and applicants to the uniformed services. **HEALTH INSURANCE PROTECTION** You have the right to be reemployed in your civilian job if you leave that job to If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.

YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military

service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating

perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice you have five years or less of cumulative service in the uniformed services while with that particular employer:

you return to work or apply for reemployment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in

some cases, a comparable job. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

are obligated to serve in the are a past or present member of the uniformed service; uniformed service; have applied for membership in the uniformed service; or then an employer may not deny you: initial employment; promotion: or any benefit of employment

retention in employment; because of this status. In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service

> U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel Employer Support of the Guard and Reserve • 1-800-336-4590

REV. 05/2022

(e.g., pre-existing condition exclusions) except for service-connected

The U.S. Department of Labor, Veterans Employment and Training Service

(VETS) is authorized to investigate and resolve complaints of USERRA

For assistance in filing a complaint, or for any other information on

USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at

https://www.dol.gov/agencies/vets/. An interactive online USERRA

Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra.

request that your case be referred to the Department of Justice or the

You may also bypass the VETS process and bring a civil action against an

Office of Special Counsel, as applicable, for representation.

The rights listed here may vary depending on the circumstances. The text of this

notice was prepared by VETS, and may be viewed on the internet at this address:

https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires

employers to notify employees of their rights under USERRA, and employers may

meet this requirement by displaying the text of this notice where they customarily

employer for violations of USERRA.

If you file a complaint with VETS and VETS is unable to resolve it, you may

WAGE AND WORKPLACE STANDARDS DIVISION

\$11.00 per hour effective 1-1-19

\$12.00 per hour effective 9-1-20 \$13.00 per hour effective 8-1-21 \$14.00 per hour effective 7-1-22

\$15.00 per hour effective 6-1-23

OVERTIME - ONE AND ONE-HALF TIMES THE EMPLOYEES REGULAR RATE OF PAY AFTER 40 HOURS PER WEEK. FOR EXCEPTIONS - SEE SECTION 31-76i OF THE ONNECTICUT GENERAL STATUTES

MINORS UNDER 18 YEARS OF AGE EMPLOYED BY THE STATE OR POLITICAL SUBDIVISION THEREOF MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE

MINORS UNDER 18 YEARS OF AGE EMPLOYED IN AGRICULTURE MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE. MINORS EMPLOYED BY AGRICULTURAL EMPLOYERS WHO DID NOT, DURING THE PRECEDING CALENDAR YEAR, EMPLOY EIGHT OR MORE WORKERS AT THE SAME TIME SHALL BE PAID A

MINORS IN OTHER EMPLOYMENT - SEE SECTION 31-60-6. Sec. 31-60-1. Piece rates in relation to time rates or incentive pay plans,

including commissions and bonuses. (a) Definitions. For the purpose of this regulation, "piece rates" means an established rate per unit of work performed without regard to time required for such accomplishment. ommissions" means any premium or incentive compensation for business transacted whether based on per centum of total valuation or specific rate per unit of accomplishment. Incentive plan" means any method of compensation, including, without limitation thereto mmissions, piece rate, bonuses, etc., based upon the amount of results produced, where the payment is in accordance with a fixed plan by which the employee becomes entitled to the compensation upon fulfillment of the conditions established as part of the working

agreement, but shall be subject to the limitation hereinafter set forth. (b) Record of wages. Each employer shall maintain records of wages paid to each employee who is compensated for his services in accordance with an incentive plan in such form as to enable such compensation to be translated readily into terms of average hourly rate on a veekly basis for each work week or part thereof of employment

(1) When an employee is compensated solely at piece rates he shall be paid a sufficient amount at piece rates to yield an average rate of at least the minimum wage for each hour worked in any week, and the wage paid to such employee shall be not less than the minimum wage for each hour worked. (2) When an employee is compensated at piece rates for certain hours of work in a week and at an hourly rate for other hours, the employee's hourly rate shall be at

least the minimum wage and his earnings from piece rates shall average at least the minimum wage for each hour worked on piece rate for that work week, and the wage paid to such employee shall not be less than the minimum wage for each hour (3) When an employee is employed at a combination of hourly rate and piece rate for

the same hours of work (i.e., an incentive pay plan superimposed upon an hourly rate or a piece rate coupled with a minimum hourly quarantee), the employee shall receive an average rate of at least the minimum wage an hour for each hour worked in any week and the wage paid to such employee shall be not less than the minimum wage for each hour worked.

(1) When an employee is compensated solely on a commission basis, he shall be paid weekly an average of at least the minimum wage per hour for each hour worked. (2) When an employee is paid in accordance with a plan providing for a base rate plus ommission, the wage paid weekly to the employee from these combined sources shall equal at least an average of the minimum wage an hour for each hour worked in any work week. All commissions shall be settled at least once in each month in full. When earnings are derived in whole or in part on the basis of an incentive plan other than these defined herein, the employee shall receive weekly at least the minimum wage per hour for each hour worked in the work week, and the balance earned shall be settled at least once monthly

Sec. 31-60-2. Gratuities as part of the minimum fair wage. For the purposes of this regulation, "gratuity" means a voluntary monetary contribution received by the employee from a guest, patron or customer for service rendered. (a) Unless otherwise prohibited by statutory provision or by a wage order, gratuities may

be recognized as constituting a part of the minimum fair wage when all of the following (1) The employee shall be engaged in an employment in which gratuities have customarily and usually constituted and have been recognized as part of his emuneration for hiring purposes and (2) The amount received in gratuities claimed as credit for part of the minimum fair

wage shall be recorded on a weekly basis as a separate item in the wage record, even though payment is made more frequently, and (3) Each employer claiming credit for gratuities as part of the minimum fair wage paid to any employee shall provide substantial evidence that the amount claimed, which shall not exceed the allowance hereinafter provided, was received by the employee. For example, a statement signed by the employee attesting that wages received, including gratuities not to exceed the amount specified herein, together with other authorized allowances, represents a payment of not less than the minimum wage per hour for each hour worked during the pay period, will be accepted by the

commissioner as "substantial evidence" for purposes of this section, provided all other requirements of this and other applicable regulations shall be complied with. Public Act 19-4, An Act Increasing the Minimum Fair Wage. Sec. 31-60(b) The Labor Commissioner shall adopt such regulations, in accordance with ne provisions of chapter 54, as may be appropriate to carry out the purposes of this part Such regulations may include, but are not limited to, regulations defining and governing ar executive, administrative or professional employee and outside salesperson; learners and apprentices, their number, proportion and length of service; and piece rates in relation to time rates; and shall recognize, as part of the minimum fair wage, gratuities in an amount (1) equal to twenty-nine and three-tenths per cent, and effective January 1, 2009, equal to hirty-one per cent of the minimum fair wage per hour, and effective January 1, 2014, equal to thirty-four and six-tenths per cent of the minimum fair wage per hour, and effective January 1, 2015, and ending on June 30, 2019, equal to thirty-six and eight-tenths per cent of the minimum fair wage per hour for persons, other than bartenders, who are employed in the hotel and restaurant industry, including a hotel restaurant, who customarily and

regularly receive gratuities, (2) equal to eight and two-tenths per cent, and effective

anuary 1, 2009, equal to eleven per cent of the minimum fair wage per hour, and effective

SEXUAL HARASSMENT IS ILLEGAL

and is prohibited by

The Connecticut Discrimination

Employment Practices Act, and Title VII of the Civil Rights Act of 1964

Sexual harassment means: "Any unwelcome sexual advances or requests for sexual favors

Submission to such conduct is made either explicitly or implicitly a term or

Such conduct has the nurpose or effect of substantially interfering with an

Domestic violence is a pattern of coercive, controlling behavior that can include

emotional abuse, psychological abuse, physical abuse, sexual abuse, and/

or financial abuse. It is the result of a person's feeling of entitlement to have

power and control over their partner or family member and their choice to use

abusive behaviors to gain and maintain that power and control. The pattern of

abusive behavior is designed to make the victim dependent upon the abuser,

eaving the victim feeling scared, confused, and insecure about their ability to

If you or someone you know is experiencing an abusive relationship, help is

available. Whether you need information, help, or just someone to talk to,

we're here to listen

Safe Connect advocates can help you think through options and get you

connected with one of CCADV's 18 local domestic violence organizations fo

services such as counseling, support groups, advocacy for accessing basic

needs, court-based advocacy, age-appropriate child advocacy, and support in

IT IS ILLEGAL TO DISCRIMINATE AGAINST SOMEONE

BASED ON THEIR STATUS AS A VICTIM OF DOMESTIC

VIOLENCE

The accrual is at a rate of one hour of paid sick leave for each 40 hours worked by a

day period used to calculate employee benefits in order to administer paid sick leave).

Each service worker shall be entitled to carry over up to 40 unused accrued hours of paid

if hired after January 1, 2012, upon the completion of the service worker's

680th hour of employment from the date of hire, unless the employer agrees

A service worker shall not be entitled to the use of accrued paid sick leave if such service

worker did not work an average of 10 or more hours a week for the employer in the most

Each employer shall pay each service worker for paid sick leave at a pay rate equal to the

the minimum fair wage rate under section 31-58 of the general statutes in

care or treatment of a mental or physical illness, injury or health condition; or

effect for the pay period during which the employee used paid sick leave.

A service worker shall be entitled to the use of accrued paid sick leave upon the

sick leave from the current year period to the following year period

from January 1, 2012, for current service workers, or

the normal hourly wage for that service worker, or

A service worker may use paid sick leave for his or her own:

A service worker may use paid sick leave for a child's or spouse's:

illness, injury or health condition; the medical diagnosis,

illness, injury or health condition:

illness, injury or health condition; or

preventative medical care

preventative medical care

Effective 1/1/15

ompletion of the service worker's 680th hour of employr

service worker up to a maximum of 40 hours per year (the employer shall choose any 365

No service worker shall be entitled to use more than the maximum number of

Connecticut's domestic violence information and

resource hub

CTSafeConnect.org | 888.774.2900

CALL • TEXT • CHAT • EMAIL • 24/7

All services are safe, free, confidential &

individual's work performance or creating an intimidating, hostile or offensive

Submission to or rejection of such conduct by an individual is used as the basis

or any conduct of a sexual nature when:

Connecticut Coalition Against

survive on their own, financially or otherwise.

finding shelter and other housing options.

CTSafeConnect

CT

service worker's date of employment

recent complete calendar quarter.

Reasons for Use of Leave

CT

condition of an individual's employment;

for employment decisions affecting such individual; or

Individuals who engage in acts of sexual harassment may be subject to civil and

OTICE: 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

leral 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.

Commission on Human Rights and Opportunities

Promoting Equality and Justice for all People

Commission on Human Rights and Opportunities

Examples of Sexual Harassment

sexual harassment

DOMESTIC VIOLENCE RESOURCES IN CONNECTICUT

Unwelcome sexual advances

Suggestive or lewd remarks

Derogatory or pornographi

Unwanted hugs, touches, or kisses

Connecticut law requires that a written complaint be filed with the Commission within

300 days of the date the alleged harassment for events occurring on or after October 1

2019. For harassment occurring before October 1, 2019, complaints must be filed within

If you feel you have been discriminated against, contact the Connecticut

1-800-477-5737, or online at www.ct.gov/CHRO

Your employer cannot treat you differently or take actions against you

dependent children have experienced, including:

including for a child:

violence or rape crisis center

violence, including for a child;

relation to domestic violence.

A service worker may use paid sick leave if the service worker is a victim of family

to obtain services from a victim services organization:

to relocate due to such family violence or sexual assault

If leave is unforeseeable, the employer may require notice as soon as practicable.

Documentation for paid sick leave of 3 or more consecutive work days may be required

for medical care or psychological or other counseling for physical or

to participate in any civil or criminal proceedings related to or resulting from

documentation signed by a health care provider who is treating the service

worker or the service worker's child or spouse indicating the need for the

counselor involved with the service worker shall be considered reasonable

a court record or documentation signed by a service worker or volunteer

documentation for a victim of family violence or sexual assault

No employer shall take retaliatory personnel action or discriminate against an employer

requests or uses paid sick leave either in accordance with the act: or

files a complaint with the Labor Commissioner alleging the employer's

Nothing in the act shall diminish any rights provided to any employee or service worker

Any employee aggrieved by a violation of the provisions of the act may file a complaint

with the Labor Commissioner. Upon receipt of any such complaint, said Commiss

may hold a hearing. After a hearing, the Commissioner may assess a civil penalty or

under a collective bargaining agreement, or preempt or override the terms of any

collective bargaining agreement effective prior to January 1, 2012.

in accordance with the employer's own paid sick leave policy, as the case may

number of days of such leave shall be considered reasonable documentation

working for a victim services organization, an attorney, a police officer or othe

If you feel you have been discriminated

against due to your status as a victim

of domestic violence or if you have been

denied a reasonable leave of absence to

deal with issues related to abuse, contact

CT Toll Free 1-800-477-5737, or online at

psychological injury or disability;

such family violence or sexual assault.

Prohibition of Retaliation or Discrimination

violation of the act

Complaint Process

award other relief

This is not the complete Paid Sick Leave law. Please contact your Human Resources office for additional information

If leave is foreseeable, the employer may require advance notice.

www.ct.gov/CHRO

violence or sexual assault

NOTICE

Connecticut General Statutes §§ 31-57r - 31-57w - Paid Sick Leave

Each employer with 50 or more employees based on the number of employees on its payroll for the week containing October 1, shall provide paid sick leave annually to each of its service workers in the state. The paid sick leave shall accrue beginning January 1, 2012 for current employees, or for a service worker hired after January 1, 2012, beginning on the

Riahts and Opportunities at 860-541-3400.

the Connecticut Commission on Human

based on your status as a victim of domestic violence, nor can they deny you

reasonable leave of absence for certain issues related to the abuse you or your

Seeking attention for injuries caused by domestic violence,

Obtaining services including safety planning from a domestic

Obtaining psychological counseling related to domestic

Taking other actions to increase safety from future incidents

of domestic violence, including temporary or permanent

Obtaining legal services, assisting in the prosecution of the

offense, or otherwise participating in legal proceedings in

CHRO

Commission on

Human Rights and

n on Human Rights and Opportunities at 860-541-3400, CT Toll Free

January 1, 2014, equal to fifteen and six-tenths per cent of the minimum fair wage per hour, and effective January 1, 2015, and ending on June 30, 2019, equal to eighteen and one-half per cent of the minimum fair wage per hour for persons employed as bartenders who customarily and regularly receive gratuities, and (3) not to exceed thirty-five cents per hour in any other industry and shall also recognize deductions and allowances for the value of board, in the amount of eighty-five cents for a full meal and fourty-five cents for a light meal, lodging, apparel or other items or services supplied by the employer; and other special conditions or circumstances which may be usual in a particular employer-employee

relationship. The commissioner may provide, in such regulations, modifications of the minimum fair wage herein established for learners and apprentices; persons under the age of eighteen years; and for such special cases or classes of cases as the commissioner finds appropriate to prevent curtailment of employment opportunities, avoid undue hardship and safeguard the minimum fair wage herein established. Regulations in effect on July 1, 1973, providing for a broad deduction and allowance in an amount differing from that provided in this section shall be construed to be amended consistent with this section. Sec. 31-60-3. Deductions and allowances for reasonable value of board and lodging was repealed.

Sec. 31-60-4. Physically or mentally handicapped employees. This regulation defines a "physically or mentally handicapped person" as a person whose earning capacity is impaired by age or physical or mental deficiency or injury and provides uidelines for a modification of the minimum wage. Sec. 31-60-6. Minors under the age of 18. (a) For the purposes of this regulation, "minor" means a person at least 16 years of age but

not over 18 years of age. To prevent curtailment of employment opportunities for minors and to provide a reasonable period during which training for adjustment to employmen conditions may be accomplished, a minor may be employed at a modification of the minimum fair wage established by subsection (j) of section 31-58 of the general statutes, but at not less than 85% of the minimum wage, for the first 200 hours of employment When a minor has had an aggregate of two hundred hours of employment, he may not be employed by the same or any other employer at less than the minimum fair wage. *This subsection is amended by **P.A. 19-4, An Act Increasing the Minimum Fair**

except emancipated minors, shall be not less than eighty-five percent of the minimum fai wage for the first ninety days of such employment, or ten dollars and ten cents per hour. which ever is greater, and shall be equal to the minimum fair wage thereafter, except in institutional training programs specifically exempted by the commissioner. In addition to the records required by section 31-66 of the 1969 supplement to he general statutes, each employer shall obtain from each minor to be employed at a modification of the minimum fair wage rate as herein provided, a statement of his employment prior to his date of accession with his present employer. Such statement of prior employment, supplemented by the present employer's record of hours worked by the minor while in his employ, will be deemed satisfactory evidence of good faith on the part of the employer with respect to his adherence to the provisions of this regulation, provided such record shall be in complete compliance with the requirements of section 31-66 of the

Wage. CGS Sec. 31-58(i)(5). The rates for all persons under the age of eighteen years,

general statutes and section 31-60-12. c) Deviation from the provisions of this regulation will cancel the modification of the inimum fair wage herein provided for all hours during which the violation prevailed and for such time the minimum wage shall be paid. Sec. 31-60-7. Learners.

[This regulation contains the requirements to apply to the Labor Commissioner for a ominimum rate in an occupation which is not apprenticeable.] Sec. 31-60-8. Apprentices.

[Under this regulation, apprentices duly registered by the Connecticut State Apprenticeship Council of the Labor Department may not be employed at less than the minimum wage unless permission has been received from the Labor Commissioner through an application

For the purpose of this regulation, "apparel" means uniforms or other clothing supplied by the employer for use in the course of employment but does not include articles of clothing purchased by the employee or clothing usually required for health, comfort or convenience of the employee. An allowance (deduction) not to exceed \$1.50 per week or the actual cost, whichever is lower, may be permitted to apply as part of the minimum fair wage for the maintenance of wearing apparel or for the laundering and cleaning of such apparel when the service has been performed. When protective garments such as gloves, boots or aprons are necessary to safeguard the worker or prevent injury to an employee or are required in the interest of sanitation, such garments shall be provided and paid for and maintained by the employer without charge upon the employee (a) For the purpose of this regulation, "travel time" means that time during which a

worker is required or permitted to travel for purposes incidental to "a performance of his employment but does not include time spent traveling from home to his usual place of employment or return to home, except as hereinafter provided in this regulation. (b) When an employee, in the course of his employment, is required or permitted to travel for purposes which inure to the benefit of the employer, such travel time shall be considered to be working time and shall be paid for as such. Expenses directly incidental to and resulting from such travel shall be paid for by the employer when payment made by the employee would bring the employee's earnings below the minimum fair wage. (c) When an employee is required to report to other than his usual place of employment a the beginning of his work day, if such an assignment involves travel time on the part of the employee in excess of that ordinarily required to travel from his home to his usual place of oyment, such additional travel time shall be considered to be working time and shall

(d) When at the end of a work day a work assignment at other than his usual place of employment involves, on the part of the employee, travel time in excess of that ordinarily required to travel from his usual place of employment to his home, such additional trave time shall be considered to be working time and shall be paid for as such.

(a) For the purpose of this regulation, "hours worked" include all time during which an employee is required by the employer to be on the employer's premises or to be on duty, or to be at the prescribed work place, and all time during which an employee is employed or permitted to work, whether or not required to do so, provided time allowed for meals shall be excluded unless the employee is required or permitted to work. Such time includes, but shall not be limited to, the time when an employee is required to wait on the premises while no work is provided by the employer. Working time in every instance shall be computed to

the nearest unit of 15 minutes. (b) All time during which an employee is required to be on call for emergency service at a location designated by the employer shall be considered to be working time and shall be paid for as such, whether or not the employee is actually called upon to work. (c) When an employee is subject to call for emergency service but is not required to be at a location designated by the employer but is simply required to keep the employer informed as to the location at which he may be contacted, or when an employee is not specifically required by his employer to be subject to call but is contacted by his employer or on the employer's authorization directly or indirectly and assigned to duty, working time shall

Remedies For Sexual Harassmen

Cease and desist orders

Emotional distress damages

begin when the employee is notified of his assignment and shall end when the employee has completed his assignment Sec. 31-60-12. Records

(a) For the purpose of this regulation, "true and accurate records" means accurate legible records for each employee showing: His name: his home address:

the total daily and total weekly hours worked, showing the beginning and ending time of each work period, computed to the nearest unit of 15 minutes; his total hourly, daily or weekly basic wage; his overtime wage as a separate item from his basic wage

additions to or deductions from his wages each pay period;

his total wages paid each pay period; such other records as are stipulated in accordance with sections 31-60through 31-60-16: (10) working certificates for minor employees (sixteen to eighteen years). True and

accurate records shall be maintained and retained at the place of employment for a period of 3 years for each employee. (b) The labor commissioner may authorize the maintenance of wage records and the retention of both wage and hour records as outlined either in whole or in part at a place other than the place of employment when it is demonstrated that the retention of such

works an undue hardship on the employer without materially benefiting the inspection procedures of the labor department, o is not practical for enforcement purposes. Where permission is granted to maintain wage records at other than the place of employment, a record of total daily and weekly hours worked by each employee shall also be available for inspection in connection with such wage records.

(c) In the case of an employee who spends 75% or more of his working time away from his employer's place of business and the maintaining of time records showing the beginning and ending time of each work period for such employee either imposes an undue hardship upon the employer or exposes him to jeopardy because of his inability to control the accuracy of such entries, a record of total daily and total weekly hours will be approved as fulfilling the record keeping requirements of this section. However, in such cases, the original time entries shall be made by the employee in his own behalf and the time entries made by the employee shall be used as the basis for payroll records. (d) The employer shall maintain and retain for a period of 3 years the following information and data on each individual employed in a bona fide executive, administrative or professional capacity.

His name; his home address

the occupation in which he is employed his total wages paid each work period;

employed in a bona fide executive capacity" means any employee (1) whose primary duty hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight; and (4) who customarily and regularly imployed; and (6) who is compensated for his services on a salary basis at a rate of not except that this subdivision shall not apply in the case of an employee in training for a bona fide executive position as defined in this section if (A) the training period does not exceed six months; and (B) the employee is compensated for his services on a salary basis at a rate other facilities during the training period; (C) a tentative outline of the training program $% \left\{ \left(C\right) \right\} =\left\{ \left(C\right) \right\} =\left\{$ has been approved by the labor commissioner; and (D) the employer shall pay tuition cost: and fees, if any, for such instruction and reimburse the employee for travel expenses to and from each destination other than local, where such instruction or training is provided. Any trainee program so approved may be terminated at any time by the labor commi

upon proper notice, if he finds that the intent of the program as approved has not been carried out. An employee who is compensated on a salary basis at a rate of not less than **four hundred seventy-five dollars per week**, exclusive of board, lodging, or other facilities, and whose primary duty consists of the management of the enterprise in which h is employed or of a customarily recognized department or subdivision thereof, and includes the customary and regular direction of the work of two or more other employees therein, shall be deemed to meet all of the requirements of this section. (b) "Salary basis" means a predetermined amount paid for each pay period on a weekly of less frequent basis, regardless of the number of days or hours worked, which amount is not

and which amount has been the subject of an employer advisement as required by section 31-71f of the Connecticut General Statutes. (1) Although the employee need not be paid for any workweek in which he performed no work, deductions may only be made in the following five (5) instances: (A) During the initial and terminal weeks of employment, an employer may pay a proportionate part of an employee's salary for the time actually worked; (B) Deductions may be made for one or more full days if the employee is absent for

personal reasons other than sickness or accident (C) Deductions may be made for one or more full days of sickness or disability provided the deduction is made pursuant to a bona fide plan, policy or practice of making deductions from an employee's salary after sickness or disability leave has n exhausted which has been disclosed to the employee in accordance with section 31-71f of the Connecticut General Statutes; (D) Deductions may be made for absences of less than one full day taken pursuant to the federal family medical leave act, 29 USC 2601 et seq., or the Connecticut family

as permitted by 29 CFR 825.206 or by section 31-51qq-17 of the regulations of $\,$ Connecticut state agencies; or (E) Deductions may be made for one or more full days if the employee is absent as a result of a disciplinary suspension for violating a safety rule of major significance. Safety rules of major significance include only those relating to the prevention of

TO THE EMPLOYEES OF

In accordance with §31-48d of the Connecticut General Statutes, this will serve as notice

that this employer may engage in the following types of **Electronic Monitoring** of

prior notice to employees. Exceptions. Civil penalty. (a) As used in this section

(1) "Employer" means any person, firm or corporation, including the state and

(2)(A) No deduction of any kind shall be made for any part of a workweek absence that is

(i) lack of work occasioned by the operating requirements of the employer (ii) jury duty, or attendance at a judicial proceeding in the capacity of a witness; (iii) temporary military leave (B) An employer is permitted to offset payments an employee receives for any of the

services described in this subdivision against the employee's regular salary during the week of such absence (3) No deduction shall be made for an absence of less than one full day from work unless: (A) The absence is taken pursuant to the federal family and medical leave act, 29 USC 2601 et seg., or the Connecticut family and medical leave act, section 31-51kk et seg. of the Connecticut General Statutes, as permitted by 29 CFR 825,206 or by section 31-51gg-17 of the regulations of Connecticut state agencies; or (B) The absence is taken pursuant to a bona fide paid time off benefits plan that

specifically authorizes the substitution or reduction from accrued benefits for the time

that an employee is absent from work, provided the employee receives payment in an

amount equal to his guaranteed salary.

(4) No deduction of any kind shall be made for an absence of less than one week which results from a disciplinary suspension for violating ordinary rules of employee conduct. Sec. 31-60-15. Employee in bona fide Administrative Capacity. (a) For the purposes of said section 31-58 (f), "employee employed in a bona fide canacity" means any employee (1) whose primary duty (A) the performance of office or nonmanual work directly related to management policies or general business operations of his employer or his employer's customers, or (B) the performance of functions in the administration of a school system or educationa stablishment or institution, or of a department or subdivision thereof, in work directly related to the academic instruction or training carried on therein; and (2) who customaril and regularly exercises discretion and independent judgement; and (3) (A) who regularly and directly assists a proprietor, or an employee employed in a bona fide executive or administrative capacity, as such terms are defined in section 31-60-14 and 31-60-15, or (B) who performs under only general supervision work along specialized or technical lines requiring special training, experience or knowledge, or (C) who executes under only general supervision special assignments and tasks; and (4) who does not devote more than twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours worked in the workweek to activities which are

not directly and closely related to the performance of the work described in subdivisions (1 to (3), inclusive, of this section; and (5)(A) who is compensated for his services on a salary or fee basis at a rate of not less than four hundred dollars per week exclusive of board lodging, or other facilities, or (B) who, in the case of academic administrative personnel, is compensated for his services as required by subparagraph (A) of this subdivision or on a salary basis which is at least equal to the entrance salary for teachers in the school system or educational establishment or institution by which he is employed; provided an employee who is compensated on a salary or fee basis at a rate of not less than **fou** hundred seventy-five dollars per week, exclusive of board, lodging, or other facilities and whose primary duty consists of the performance of work described in subdivision (1) of this section, which includes work requiring the exercise of discretion and independent judgement, shall be deemed to meet all of the requirements of this section. (b) "Salary basis" [refer to Section 31-60-14.]

(c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth in subsection (a) of this section.

Sec. 31-60-1 6. Employee in bona fide Professional Capacity (a) For the purposes of said section 31-58 (f) "employee employed in a bona fide professional capacity" means any employee (1) whose primary duty consists of the performance of: (A) work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study, as distinguished from a general academic education and from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes, or (B) work that is original and creative in character in a recognized field of artistic endeavor as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training, and the result of which depends primarily on the invention imagination or talent of the employee or (C) teaching, tutoring, instructing or lecturing in the activity of imparting knowledge while employed and engaged in this activity as a teacher certified or recognized as such in the school system or educational establishment or institution by which he is employed; and (2) whose work requires the consistent exercise of discretion and judgement in its performance; and (3) whose work is predominantly intellectual and varied in character, as opposed to routine mental, manual, mechanical or physical work, and is of such character that the output produced or the result accomplished annot be standardized in relation to a given period of time; and (4) who does not devote more than twenty percent of his hours worked in the workweek to activities which are not an essential part of and necessarily incident to the work described in subdivision (1) to (3), inclusive, of this section; and (5) who is compensated for his services on a salary or fee basis at a rate of not less than four hundred dollars per week exclusive of board, lodging, or other facilities; provided this subdivision shall not apply in the case of an employee who is the holder of a valid license or certificate permitting the practice of law or medicine or any of their branches and who is actually engaged in the practice thereof, or in the case of an

employee who is the holder of the requisite academic degree for the general practice of medicine and is engaged in an internship or resident program pursuant to the practice of medicine or any of its branches, or in the case of an employee employed and engaged as teacher as provided in subdivision (1) (C) of this section, and provided an employee who is compensated on a salary or fee basis at a rate of not less than **four hundred seventy-five** dollars per week exclusive of board, lodging or other facilities, and whose primary duty consists of the performance either of work described in subdivision (1) (A) or (C) of this section which includes work requiring the consistent exercise of discretion and judgement, or of work requiring invention, imagination or talent in a recognized field of artistic ndeavor, shall be deemed to meet all of the requirements of this section.

(b) "Salary basis" [refer to Section 31-60-14.] (c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth

Wage and Workplace Standards Division

CONNECTICUT DEPARTMENT OF LABOR Partner of the America Job Center Network

REV. 2/2020

CT

NOTICE: Employers must contact their local unemployment office or the state agency responsible for unemployment compensation to receive the official Unemployment Insurance posting Employees should contact their local unemployment office for information on how to claim unemployment benefits.

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY. IT DOES NOT FULFILL THIS STATE'S UNEMPLOYMENT INSURANCE POSTING REQUIREMENT.

NOTICE

(3) "Electronic monitoring" means the collection of information on an employer's premises concerning employees' activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, ectromagnetic, photoelectronic or photo-optical systems, but not including the

who engages in any type of electronic monitoring shall give prior written notice to all employees who may be affected, informing them of the types of monitoring which may occur. Each employer shall post, in a conspicuous place which is readily available for viewing by its employees, a notice concerning the types of electronic monitoring which the employer may engage in. Such posting shall constitute such prior written notice. (2) When (A) an employer has reasonable grounds to believe that employees are engaged in conduct which (i) violates the law,(ii) violates the legal rights of the

employer or the employer's employees, or (iii) creates a hostile workplace environment and (B) electronic monitoring may produce evidence of this misconduct, the employer (c) The Labor Commissioner may levy a civil penalty against any person that the ommissioner finds to be in violation of subsection (b) of this section, after a hearing conducted in accordance with sections 4-176e to 4-184, inclusive. The maximum civil penalty shall be five hundred dollars for the first offense, one thousand dollars for the second offense and three thousand dollars for the third and each subsequent offense (d) The provisions of this section shall not apply to a criminal investigation.

Any information obtained in the course of a criminal investigation through the use of

The Connecticut Department of Labor, Wage & Workplace Standards Division 200 Folly Brook Boulevard • Wethersfield, CT 06109-1114

CT Workers' Compensation Commission

IF YOU HAVE ANY QUESTIONS REGARDING THIS NOTICE, CONTACT

course of employmen of proof with respect to such prejudice shall rest upon the employer."

employee fails to report the injury immediately, the administrative law judge may reduce the award of compensation proportionately to any prejudice that he finds the employer has sustained by reason of the failure, provided the burden An injury report by the employee is NOT an official written notice of claim for workers' compensation benefits; the Workers' Compensation Commission's Form NOTE: You must comply with P. A. 17-141 (see next box, below) when filing a

The INSURANCE COMPANY or SELF-INSURANCE ADMINISTRATOR is: Approved Medical Care Plan $\ \square$ Yes $\ \square$ No

_ STATE ____ ZIP CODE ____ The State of Connecticut Workers' Compensation Commission office for this

If your employer has listed a location below, you MUST file your When filing your claim, you are also required – by law – to send it by If blank below, ask your employer where to file your claim. TELEPHONE STATE ZIP CODE

Public Act 17-141 allows an employer the option to designate and post —"in the workplace location where other labor law posters required by

the Labor Department are prominently displayed" and on the Workers

where employees must file claims for compensation

POSTED IN A CONSPICUOUS PLACE IN EACH PLACE OF EMPLOYMENT. FAILURE TO

THIS NOTICE MUST BE IN TYPE OF NOT LESS THAN TEN POINT BOLD-FACE AND

Any questions as to your rights under the law or the obligations of the employer or insurance company should be addressed to the employer, the insurance

REV. 10/01/2021

Covered Employer

Connecticut General Statutes §§ 46a-60(a), (b)(7), (d)(1) Pregnancy Discrimination and Accommodation in the Workplace

pregnancy, childbirth or related conditions, including lactation. No employer may discriminate against an employee or job applicant because of her pregnancy, childbirth or other related conditions (e.g., breastfeeding or expressing milk

Each employer with one or more employees must comply with these anti-discrimination

doctor prescribed bed rest during 6-8 week recovery period after birth)* Denying disability or leave benefits accrued under plans maintained by the Failing to reinstate employee to original job or equivalent position after leave Limiting, segregating or classifying the employee in a way that would deprive Discriminating against her in the terms or conditions of employment *Note: There is no requirement that the employee be employed for a certain length of

Denying reasonable leave of absence for disability due to pregnancy (e.g.,

time prior to being granted job protected leave of absence under this law. An employer must provide a reasonable accommodation to an employee or job applicant due to her pregnancy, childbirth or needing to breastfeed or express milk at work. Reasonable accommodations include, but are not limited to: Being permitted to sit while working

Periodic rest Assistance with manual labor Job restructuring Light duty assignmen Modified work schedules Temporary transfers to less strenuous or less hazardous work No employer may discriminate against employee or job applicant by denying a reasonable accommodation due to pregnancy Prohibited discriminatory conduct includes Failing to make reasonable accommodation (and is not an undue hardship)**

Denying job opportunities to employee or job applicant because of request for Forcing employee or job applicant to accept a reasonable accommodation when she has no known limitation related to pregnancy or the accommodation is not required to perform the essential duties of job Requiring employee to take a leave of absence where a reasonable accommodation could have been made instead

Employers are prohibited from retaliating against an employee because of a request for **Notice Requirements** Employers must post or provide this notice to all existing employees by January 28. 2018; to an existing employee within 10 days after she notifies the employer of her pregnancy or related conditions; and to new employees upon commencing employment

Any employee aggrieved by a violation of these statutes may file a complaint with the you reasonably became aware of the discrimination, in which to file a complaint. It is illegal for anyone to retaliate against you for filing a complaint. CHRO main number: 860-541-3400 CHRO link "How to File a Discrimination Complaint

Connecticut Department of Labor (DOL). DOL phone number: 860-263-6791 $\underline{\text{https://www.ctdol.state.ct.us/wgw}} k stnd/forms-wwsInstruct.htm$

YOUR EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

The birth, adoption or foster placement of a child with you Your serious mental or physical health condition that makes you unable to work, To care for your spouse, child or parent with a serious mental or physical health condition, and

Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemembe

You have the right to use EMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may tak FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave? You are an **eligible employee** if **all** of the following apply

You work for a covered employer, You have worked for your employer at least 12 months, You have at least 1,250 hours of service for your employer during the 12 months before your leave, and Your employer has at least 50 employees within 75 miles of your work location. Airline flight crew employees have different "hours of service" requirements

You work for a **covered employer** if **one** of the following applies: You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous You work for an elementary or public or private secondary school, or

You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?

Generally, to request FMLA leave you must: Follow your employer's normal policies for requesting leave, Give notice at least 30 days before your need for FMLA leave, or If advance notice is not possible, give notice as soon as possible

FED

Who is Protected?

Job applicants

National origin

Age (40 and older)

Employees (current and former), including managers

Union members and applicants for membership in a

What Types of Employment Discrimination are

Under the EEOC's laws, an employer may not discriminate against

Sex (including pregnancy, childbirth, and related

medical conditions, sexual orientation, or gender

Genetic information (including employer requests for,

or purchase, use, or disclosure of genetic tests, genetic

Retaliation for filing a charge, reasonably opposing

discrimination, or participating in a discriminatio

Interference, coercion, or threats related to exercising

rights regarding disability discrimination or pregnancy

you, regardless of your immigration status, on the bases of

services, or family medical history)

lawsuit, investigation, or proceeding

State and local governments (as employers)

What Employment Practices can be Challenged as

Harassment (including unwelcome verbal or physical

The Employee Polygraph Protection Act prohibits most private employers

Employers are generally prohibited from requiring or requesting any employee

or job applicant to take a lie detector test, and from discharging, disciplining, or

from using lie detector tests either for pre-employment screening or during

discriminating against an employee or prospective employee for refusing to take a test

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

On the basis of: age, ancestry, color, genetic information, learning disability, marital

harassment, transgender status, gender identity or expression, sexual orientation or

civil union status, workplace hazards to reproductive systems, criminal record (in state

Capitol Region

Eastern Region

Health Insurance is Complicated.

Don't Worry Alone

Free, Expert Assistance & Representation

Insurance Denials & Appeals, Billing Errors, and Access to Care

Any type of health coverage – Commercial, Medicare, HUSKY & others

status, past or present history of mental disability, intellectual disability, national

origin, physical disability, race, religious creed, sex, including pregnancy, sexual

In: recruiting, hiring, referring, classifying, promoting, advertising, discharging,

not apply to tests given by the Federal Government to certain private individuals

engaged in national security-related activities

employment and licensing), Veteran status

training, laying off, compensating, terms and conditions

By: employers, employment agencies, labor organization

DEPARTMENT OF LABOR

UNITED STATES OF AMERICA

What Organizations are Covered?

Most private employers

Staffing agencies

All aspects of employment, including:

Hiring or promotio

Discharge, firing, or lay-off

Discriminatory?

FED

PROHIBITIONS

approved for the same reason when requesting additional leave

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health

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

U.S. Office of Personnel Management or Congress.

conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the What does my employer need to do? If you are eligible for FMLA leave, your employer must: Allow you to take job-protected time off work for a qualifying reason,

Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working condition: Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation. After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must

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

Where can I find more information? Call 1-866-487-9243 or visit dol.gov/fmla to learn more If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against

WAGE AND HOUR DIVISION

your employer in court. Scan the QR code to learn about our WHD complaint process. DEPARTMENT OF LABOR UNITED STATES OF AMERICA

Retaliation is prohibited against a person who files a complaint of

discrimination, participates in an OFCCP proceeding, or otherwise

opposes discrimination by Federal contractors under these Federa

nondiscrimination or affirmative action obligations under OFCCP's

If you are deaf, hard of hearing, or have a speech disability, please

dial 7-1-1 to access telecommunications relay services. OFCCP may

regional or district office, listed in most telephone directories under

PROGRAMS OR ACTIVITIES RECEIVING

FEDERAL FINANCIAL ASSISTANCE

In addition to the protections of Title VII of the Civil Rights Act

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

assistance. Employment discrimination is covered by Title VI

if the primary objective of the financial assistance is provision

of employment, or where employment discrimination cause

or may cause discrimination in providing services under such

programs. Title IX of the Education Amendments of 1972 prohibits

programs or activities which receive Federal financial assistance

amended, prohibits discrimination on the basis of race, color or

national origin in programs or activities receiving Federal financia

U.S. Government, Department of Labor and on OFCCP's "Contact Us"

also be contacted by submitting a question online to OFCCP's Help

Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP

webpage at https://www.dol.gov/agencies/ofccp/contact

Race, Color, National Origin, Sex

Individuals with Disabilities

The Office of Federal Contract Compliance Programs (OFCCP)

Any person who believes a contractor has violated its

authorities should contact immediately:

U.S. Department of Labor

Washington, D.C. 20210

200 Constitution Avenue, N.W.

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

REV. 04/2023

U.S. Equal Employment Opportunity Commission

Know Your Rights: Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've

The Department of Labor's Office of Federal Contract Compliance

Programs (OFCCP) enforces the nondiscrimination and affirmative

Executive Order 11246, as amended, prohibits employmen

discrimination by Federal contractors based on race, color, religion

reasonable accommodation to the known physical or mental

limitations of an otherwise qualified individual with a disability

been discriminated against at work or in applying for a job, the EEOC may be able to help. Failure to provide reasonable accommodation for a EMPLOYERS HOLDING FEDERAL disability; pregnancy, childbirth, or related medical CONTRACTS OR SUBCONTRACTS condition; or a sincerely-held religious belief, observance or practice

> action commitments of companies doing business with the Federal Classification rernment. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following Obtaining or disclosing genetic information of Requesting or disclosing medical information of Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Conduct that might reasonably discourage someon

from opposing discrimination, filing a charge, or

discrimination (180 or 300 days, depending on where you live

work). You can reach the FEOC in any of the following ways:

1-800-669-6820 (TTY)

www.eeoc.gov/field-office)

Additional information about the EEOC.

charge of discrimination, is available at

WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT OF LABOR

including information about filing a

www.eeoc.gov

participating in an investigation or proceeding sex, sexual orientation, gender identity, or national origin, and Conduct that coerces, intimidates, threatens, or requires affirmative action to ensure equality of opportunity in all interferes with someone exercising their rights, or aspects of employment. someone assisting or encouraging someone else to Asking About, Disclosing, or Discussing Pay exercise rights, regarding disability discrimination Executive Order 11246, as amended, protects applicants and (including accommodation) or pregnancy employees of Federal contractors from discrimination based on

inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employee What can You Do if You Disability **Believe Discrimination has** Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination Occurred? in hiring, promotion, discharge, pay, fringe benefits, job training, Contact the EEOC promptly if you suspect discrimination. Do no classification, referral, and other aspects of employment by delay, because there are strict time limits for filing a charge of Federal contractors. Disability discrimination includes not making

EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

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

The Act also permits polygraph testing, subject to restrictions, of certain employees

(theft, embezzlement, etc.) that resulted in economic loss to the employe

of private firms who are reasonably suspected of involvement in a workplace incident

Discrimination is Illegal

Connecticut law prohibits discrimination in:

On the basis of: age, ancestry, breastfeeding in a place of public accommodation,

status, mental disability, intellectual disability, national origin, physical disability,

race, religious creed, sex, transgender status, gender identity or expression, sexual

orientation or civil union status, use of a guide dog/training a guide dog, Veteran

HOUSING & PUBLIC ACCOMMODATIONS

distributors and dispensers.

who is an applicant or employee, barring undue hardship to the **Submit** an inquiry through the EEOC's public portal: employer. Section 503 also requires that Federal contractors take https://publicportal.eeoc.gov/Portal/Login.gspx 1-800-669-4000 (toll free) individuals with disabilities at all levels of employment, including the executive level. 1-844-234-5122 (ASL video phone) **Protected Veteran Status** an EEOC field office (information at The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discriminatio

against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from activ duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

Section 504 of the Rehabilitation Act of 1973, as amended, rohibits employment discrimination on the basis of disability ir any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable ccommodation, can perform the essential functions of the job

If you believe you have been discriminated against in a program

of any institution which receives Federal financial assistance, you

should immediately contact the Federal agency providing such

REV. 06/27/2023

REV. 02/2022

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 service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized

The law does not preempt any provision of any State or local law or any collective The Secretary of Labor may bring court actions to restrain violations and assess civil bargaining agreement which is more restrictive with respect to lie detector tests. penalties against violators. Employees or job applicants may also bring their own

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

www.dol.gov/agencies/whd

On the basis of: age, ancestry, blindness, color, learning disability, marital status, color, familial status (in housing), lawful source of income, learning disability, marital intellectual disability, national origin, physical disability, race, religious creed, sex, transgender status, gender identity or expression, sexual orientation or civil union status. Veteran status In: loans, mortgages, any credit transactions

If you believe you have experienced illegal discrimination, the CT Commission on In: services rendered the public, rentals and sales of public and private housing Human Rights will investigate without cost to you. It is illegal for anyone to retaliate against you for filing a complaint. Connecticut Commission on Human Rights & Opportunities

860-886-5707

Email: Healthcare.Advocate@ct.gov

350 Fairfield Avenue, Bridgeport, CT 06604 203-579-6246 203-579-6246 55 West Main Street, Suite 210 203-805-6579 Waterbury, CT 06702

860-886-5703

450 Columbus Blvd Suite 2 860-541-3400 860-541-3459

This notice provides general information about Connecticut law and is not to be considered as equivalent of the complete text.

Hartford, CT 06103

100 Broadway, Norwich, CT 06360

There's help. Call: 1.866.466.4446

Visit: ct.gov/oha

OHA Office of the Healthcare Advocate STATE OF CONNECTICUT

A free service of the State of Connecticut



Job Safety and Health

All workers have the right to:

- A safe workplace. related injury or illness, without being
- 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
- 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.

This poster is available free from OSHA.

the workplace injury and illness log.

Employers must:

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

Provide employees a workplace free from

- 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.





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the medical diagnosis, care or treatment of his or her mental illness or physical **Collective Bargaining**

FED

FEDERAL MINIMUM WAGE BEGINNING JULY 24, 2009

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-

LABOR

LAWS

FED

These Administrative Regulations must be posted and maintained wherever workers covered by this Act are employed. CONNECTICUT DEPARTMENT OF LABOR

reemployment;

the occupation in which he is employed;

the date of payment and the pay period covered by payment. Sec. 31-60-14. Employee in a bona fide Executive capacity. (a) For the purposes of section 31-58 (f) of the general statutes, as amended, "employed consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof: and (2) who customarily and regularly directs the work of two or more other employees therein; and (3) who has the authority to hire or fire other employees or whose suggestions and recommendations as to the exercise discretionary powers; and (5) who does not devote more than twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours of work in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (4), inclusive, of this section; provided this subdivision shall not apply in the case of an employee who owns at least twenty percent interest in the enterprise in which he is less than **four hundred dollars per week** exclusive of board, lodging, or other facilities, not less than three hundred seventy-five dollars per week exclusive of board, lodging, or

subject to reduction because of variations in the quality or quantity of the work performed,

and medical leave act, section 31-51kk et seg., of the Connecticut General Statutes,

collection of information (A) for security purposes in common areas of the employer's premises which are held out for use by the public, or (B) which is prohibited under state

may conduct monitoring without giving prior written notice.

nny political subdivision of the state which has employees; electronic monitoring may be used in a disciplinary proceeding against an employee. (2) "Employee" means any person who performs services for an employer in a business of the employer, if the employer has the right to control and direct the person as to (A) the result to be accomplished by the services, and (B) the details and means by which such result is accomplished; and

Notice to Employees The Workers' Compensation Act (Connecticut General Statutes Chapter 568) to provide benefits to you in case of injury or occupational disease in the Section 31-294b of the Workers' Compensation Act states "Any employee who ha sustained an injury in the course of his employment shall immediately report

STATE ____ ZIP CODE ____

NOTICE

and reasonable accommodation laws related to an employee or job applicant's Terminating employment because of pregnancy, childbirth or related condition

More frequent or longer breaks

Time off to recover from childbirth (prescribed by a Doctor, typically 6-8 weeks

Break time and appropriate facilities (not a bathroom) for expressing milk

** **Note:** To demonstrate an undue hardship, the employer must show that the accommodation would require a significant difficulty or expense in light of its circumstances.

Connecticut Commission on Human Rights and Opportunities (CHRO). Complainants have 300 days from the date of the alleged act of discrimination, or from the time that

Additionally, women who are denied the right to breastfeed or express milk at work, or

are discriminated or retaliated against for doing so, may also file a complaint with the

Go to: JJKeller.com/LLPverify **ONLINE** Enter this code: 69336-072023

203-579-6950 860-566-7710 860-566-7710 860-566-1997

860-886-2550

860-246-5419



 Raise a safety or health concern with your employer or OSHA, or report a workretaliated against.

the right to have a representative contact OSHA on your behalf.

 See any OSHA citations issued to your employer. Request copies of your medical records, tests that measure hazards in the workplace, and

Contact OSHA. We can help.

To update your labor law posters contact **TWO** ways to verify poster compliance! QR CODE) Scan with phone camera:

62770

This poster is in compliance with federal and state posting requirements.

REV. 01/01/2015