**REV. 02/2022** 

**EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT** 

## FEDERAL MINIMUM WAGE \$7.25 PER HOUR **BEGINNING JULY 24, 2009**

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do not comply.

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

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

## CHILD LABOR

### An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours estrictions. Different rules apply in agricultural employment

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 vage, the employer must make up the difference

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 hirth each time the employee needs to express breast milk. Employers must provide

DEPARTMENT OF LABOR

WAGE AND HOUR DIVISION UNITED STATES OF AMERICA

1-866-487-9243

certificates issued by the Department of Labor.







## REV. 04/2023

### 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.

DEPARTMENT OF LABOR, BUREAU OF LABOR STANDARDS

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

### This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/ Minimum Wage is \$14.15 per hour effective January 1, 2024

### 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 employers regardless of profit or size. Effective January 1, 2024, the minimum wage in Maine

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.

### A service employee is someone who regularly receives more than \$179 a month in tips. As of January 1, 2024, employers must pay a direct service wage of at least \$7.08 per hour. If the employee's direct wage combined with earned tips do not average, on a weekly basis, the state required minimum wage, the employer must

Unless specifically exempted, employees must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half their regular rate of pay. Employers have the right to allow or deny overtime, but if overtime is worked, it must be paid in accordance with state requirements.

## Compensatory or "comp" time cannot be used by private-sector employers, although private-sector employers can allow employees to flex their time within the workweek (but not the pay period if the pay period is longer than a seven day cycle in the workweek).

### For more information, contact: Maine Department of Labor Rureau of Labor Standards

45 State House Station Augusta, Maine 04333-0045 Telephone: 207-623-7900 TTY users call Maine Relay 711

Email: bls.mdol@maine.gov

Web site: www.maine.gov/labor/bls

## Labor Standards Act (FLSA). The minimum salary requirement will be \$816.35 per week between January 1, 2024 and June 30, 2024. As of July 1, 2024 the minimum

**Exemptions from Overtime** 

salary requirement will be \$844 per week. Salary is only one factor in determining whether a worker is exempt from overtime under federal or state law. The duties of each worker must be considered as part of this analysis. Failure to adhere to both requirements—meeting the duties test and the weekly salary threshold— are violations of state law and potentially federal law depending on the discrepancies **Statements to Employees** Every employer shall give to each employee with the payment of wages a

Maine statutes incorporate by reference the salary requirements under the Fair

## statement clearly showing the date of the pay period, hours worked, total earnings Recordkeeping

hall keep, for three years, accurate records of hours worked and wages The Department of Labor enforces state wage and hour laws. Employers with questions about the law may call 207-623-7900 or may visit the department's

### **Minimum Wage Guidance** www.maine.gov/labor/labor\_laws/minimum\_wage\_faq.html legislature.maine.gov/statutes/26/title26sec664.html

Overtime Guidance www.maine.gov/labor/labor\_laws/overtime.html

### legislature.maine.gov/statutes/26/title26sec664.html \*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. The Maine Department of Labor provides equal opportunity in employment and programs.

REV. 06/2024

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

## 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.

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

## **Full- and Part-Time Workers Basic eligibility requirements**

### 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

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/reemployme This is the fastest, easiest way to fi

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.mainecareercenter.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.

## **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 reques

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## 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

earned two times the annual average weekly wage in Maine in each of two different calendar quarters, and a total of six times the annual, average, weekly wage in Maine in the whole base period. In most cases, the Department of Labor has your wage information on file. If it is not on file, the Department will take steps **Separation:** If you were laid off from your last job due to a lack of work, no

Earnings during the base period: The "base period" is a one-year period that

includes four calendar quarters. To establish a claim, an individual must have

additional investigation is required. If you separated from your last job for reasons other than lack of work, you will be scheduled for a fact-finding interview. A determination will then be made regarding your eligibility for benefits. Weekly requirements: Weekly eligibility requirements include being able to

work and being available for work, making an active search for work (unless your work search has been "waived"), not refusing offers of suitable work or referral Aliens: If you are not a U.S. Citizen, your Social Security Number and/or your Alien

**Unemployment benefits are taxable:** Unemployment benefits are taxable and have to be reported when you file your income tax forms

**Child support:** If you owe child support that you pay to the Department of Health and Human Services (DHHS), up to fifty percent (50%) of your unemployment check may be withheld and sent to DHHS.

### **Benefits for partial unemployment:** An employer shall issue a properly completed partial unemployment claim form to each employee who is customarily employed full-time and who is given less than full-time hours during a week due to lack of work, and who is not separated from that employer

## Rev. 11/2019

### 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

**Earned Paid Leave** 

Earned Income Tax Credit

apply for the tax credits on the employee's income tax return

Prepare for and attend court proceedings; or

Obtain necessary services to remedy crisis.

If the employer's policy provides for paid time off, the employee must be allowed to use up to

An employer that employs more than 10 employees in the usual and regular course of busines

from a single employer for every 40 hours worked, up to 40 hours in one year of employment.

Accrual of leave begins at the start of employment, but the employer is not required to permit

Employees may be eligible for federal and state earned income tax credits. Employees may

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

For more information, contact:

Maine Department of Labor

**Bureau of Labor Standards** 

45 State House Station

REV. 12/2023

for more than 120 days in any calendar year shall permit each employee to earn paid leave

40 hours in a 12-month period to care for an immediate family member who is ill.

es 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 or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling

DEPARTMENT OF LABOR, BUREAU OF LABOR STANDARDS

Regulation of Employment

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

decrease in wages or salary at least one day prior to the change n employee leaving employment, must be paid in full no later than the employee's next established payday. This may also include the payment of accrued vacation pay and/or Earned

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

Most employees must be offered a 30 consecutive minute paid or unpaid rest break after ( 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 lean 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 nay be entitled to up to 10 weeks of paid or unpaid leave for a qualifying event

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;

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

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

Augusta, Maine 04333-0045 located at: 45 Commerce Drive Telephone: 207-623-7900 TTY users call Maine Relay 711 Website: www.maine.gov/labor/bls

## victim of violence, assault, sexual assault or stalking or any act that would support an order for protection under Title 19-A M.R.S.A., c. 101 and the employee needs the time to 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 lf you have questions about at-will employment, contact your human resources department or the Bureau of Labor Standards. The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request

## THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION

SEXUAL HARASSMENT ON THE JOB IS ILLEGAL UNWELCOME SEXUAL ADVANCES

## IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST,

MAINE HUMAN RIGHTS COMMISSION

FAX (207) 624-8729

51 State House Station

Augusta, Maine 04333

U.S. Department of Labor

Wage and Hour Division

P.O. Box 554

Portland, Maine 04112

www.dol.gov

U.S. Department of Labor/OSHA

Augusta, Maine 04330

Tel: 207-626-9160

www.osha.gov

Tel: 207-780-3344

workplace safety and labor laws:

The following agencies may provide useful information on

The Maine Department of Labor provides equal opportunity in employment and

programs. Auxiliary aids and services are available to people with disabilities upon

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. 11/2019** 

Tel: 207-624-6290

**TTY: MAINE RELAY 711** 

51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051

SUGGESTIVE OR LEWD REMARKS **UNWANTED HUGS, TOUCHES, KISSES** REQUESTS FOR SEXUAL FAVORS

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RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT

www.maine.gov/mhrc OR CONTACT YOUR PERSONNEL DEPARTMENT:

DEPARTMENT / AGENCY CONTACT

## 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 This poster describes some important parts of the law. A copy of the actual law or For more information or to file a complaint under this law, 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 The Maine Human Rights Commission

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

You are protected by this law ONLY if: You tell your boss about the problem and allow a reasonable time for it

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)

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

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

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

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

minimum wage or overtime pay provisions of the law. Civil money penalties may

also be assessed for violations of the FLSA's child labor provisions. 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

Certain occupations and establishments are exempt from the minimum

wage, and/or overtime pay provisions. Certain narrow exemptions also

Commonwealth of the Northern Mariana Islands, and the Commonwealth

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 classified independent contractors are not

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

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

also prohibits retaliating against or discharging workers who file a complaint or

Special provisions apply to workers in American Samoa, the

participate in any proceeding under the FLSA.

apply to the pump at work requirements.

**ADDITIONAL INFORMATION** 

comply with both.

### a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express The Employee Polygraph Protection Act prohibits most private employers from using li

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temporary employees

What Types of Employment Discrimination are Illegal?

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

services, or family medical history)

lawsuit, investigation, or proceeding

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

onditions, sexual orientation, or gender identity)

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 discrimination

Interference, coercion, or threats related to exercising

rights regarding disability discrimination or pregnancy

Harassment (including unwelcome verbal or physical

ailure to provide reasonable accommodation for a

disability; pregnancy, childbirth, or related medical

condition; or a sincerely-held religious belief, observance

Obtaining or disclosing genetic information of employees

Conduct that might reasonably discourage someone fron

opposing discrimination, filing a charge, or participating

Requesting or disclosing medical information of

State and local governments (as employers)

Educational institutions (as employers)

Pay (unequal wages or compensation)

Union members and applicants for membership in a union

Job applicants

National origin

Age (40 and older)

rganizations are Covered

Most private employers

Staffing agencies

All aspects of employment, including

Discharge, firing, or lay-off

Hiring or promotion

Job training

Classification

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LABOR

LAWS

detector tests either for pre-employment : mployers are generally prohibited from requiring or requesting any employee or job applicant to take lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to of pharmaceutical manufacturers, distributors and dispensers.

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

DEPARTMENT OF LABOR WAGE AND HOUR DIVISION UNITED STATES OF AMERICA

**ENFORCEMENT** 



iolators. Employees or job applicants may also bring their own court actio

which is more restrictive with respect to lie detector tests.

The law does not preempt any provision of any State or local law or any collective bargaining agreement

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct

and length of the test. Examinees have a number of specific rights, including the right to a written notice

before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE

**EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.** 

## YOUR EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

**EMPLOYEE RIGHTS** 

EMPLOYEE POLYGRAPH PROTECTION 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 livision (WHD) enforces the FMI A for most employees

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period fo The hirth, adoption or foster placement of a child with your Your serious mental or physical health condition that makes you unable to work To care for your spouse, child or parent with a serious mental or physical health condition, and Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who

is a military servicemember An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced **thedule** 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 employe Am I eligible to take FMLA leave

You are an **eligible employee** if **all** of the following appl 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

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

ine flight crew employees have different "hours of service" requirements

ork 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 calendar year, 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

> DEPARTMENT OF LABOR UNITED STATES OF AMERICA WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

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 You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your** employer if FMLA leave was previously taken or approved for the same reason when requesting

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local aw 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 conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. 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 conditions, including shift and location, at the end of your leave. our **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 nes that you are eligible, your **employer <u>must</u> notify you in writing**: About your FMLA rights and responsibilities, and

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

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



REV. 04/2023

## U.S. EOUAL 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 been discriminated against at work or in applying for a job, the EEOC may be able to help. and advance in employment qualified individuals with disabilities at Conduct that coerces intimidates threatens or interferes with someone exercising their rights, or someone assisting all levels of employment, including the executive level. Employees (current and former), including managers and

pregnancy accommodation What can You Do if You Believe Discrimination has Occurred Contact the EEOC promptly if you suspect discrimination. Do not delay because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work) You can reach the EEOC in any of the following ways: an inquiry through the EEOC's public portal https://publicportal.eeoc.gov/Portal/Login.aspx 1-800-669-4000 (toll free) Sex (including pregnancy, childbirth, and related medical

> 1-800-669-6820 (TTY) 1-844-234-5122 (ASL video phone) an EEOC field office (information at www.eeoc.gov/field-office) Additional information about the EEOC, including information about

filing a charge of discrimination, is

available at www.eeoc.gov. **EMPLOYERS HOLDING FEDERAL CONTRACTS OR** SUBCONTRACTS The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative

action commitments of companies doing business with the Federa

Government. If you are applying for a job with, or are an employee of a company with a Federal contract or subcontract, you are protected nder Federal law from discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin ecutive Order 11246, as amended, prohibits employment sex, sexual orientation, gender identity, or national origin, and

compensation of other applicants or employees.

Section 503 of the Rehabilitation Act of 1973, as amended,

protects qualified individuals with disabilities from discrimination

in hiring, promotion, discharge, pay, fringe benefits, job training,

classification, referral, and other aspects of employment by Feder

accommodation to the known physical or mental limitations of an

contractors. Disability discrimination includes not making reasonable

otherwise qualified individual with a disability who is an applicant or

employee, barring undue hardship to the employer. Section 503 also

**Child Labor Laws** 

requires that Federal contractors take affirmative action to employ

Washington, D.C. 20210

discrimination by Federal contractors based on race, color, religion requires affirmative action to ensure equality of opportunity in all Asking About, Disclosing, or Discussing Pav Executive Order 11246, as amended, protects applicants and nguiring about, disclosing, or discussing their compensation or the

### or encouraging someone else to exercise rights, regarding **Protected Veteran Status** disability discrimination (including accommodation) o e Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination 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 active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

200 Constitution Avenue, N.W.

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

discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor

Retaliation is prohibited against a person who files a complaint of

If you are deaf, hard of hearing, or have a speech disability, please ial 7—1—1 to access telecommunications relay services. OFCCP ma also he contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telepho U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact PROGRAMS OR ACTIVITIES RECEIVING FEDERAL

FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex 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 amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financia the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Titl IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in 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 accommodation, can

erform 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 nmediately contact the Federal agency providing such assistance. REV. 06/27/2023

## DEPARTMENT OF LABOR, BUREAU OF LABOR STANDARDS

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

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 No more than 3 hours on a school day, including Friday. laws, which all employers must follow. Department representatives inspect workplaces to Not more than 18 hours in a week that school is in session one or more days. 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

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

and jeopardize their health, well-being or educational opportunities. 16 and 17 year olds

Minor cannot work until permit is approved by Bureau of Labor Standards. Employer keeps Bureau-approved permit on file. All employers must keep accurate payroll records for workers under 18. Records must show **Note:** Maine employers may also be covered under the Federal Fair Labor Standards Act. For

No more than six days in a row.

Not after 7 p.m. during school year.

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

Cannot work before 7 a.m.

When School Is Not in Session

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what time the minor began work, total hours worked, and what time the minor finished work 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 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

### Work Hours 16 and 17 year olds (enrolled in school) No more than 6 days in a row. interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by · Cannot work before 7 a.m. on a school day. calling (207) 623-7900. (The laws are also on the Bureau website.) Cannot work before 5 a.m. on a non-school day. 14 and 15 year olds may work in most businesses, except in occupations declared hazardous

When School Is in Session

 Cannot work after 10:15 p.m. the night before a school day. • Can work up to midnight when there is no school the next day. When School Is Not in Session • No more than 10 hours in any one day (weekend, holiday, vacation, or workshop). No more than 50 hours in a week.

No more than 6 hours on a school day.

### On last day of school week, may work up to 8 hours. No more than 24 hours in a week, except may work 50 hours any week that approved school calendar is less than three days or during the first and last week of school calendar. The Maine Department of Labor provides equal opportunity in employment and programs.

No more than 10 hours on any holiday, vacation, or workshop day.

Auxiliary aids and services are available to people with disabilities upon request For more information, contact: Maine Department of Labor Bureau of Labor Standards 45 State House Station

Augusta Maine 04333-004

Telephone: 207-623-7900

TTY users call Maine Relay 711.

more than 50 full-time equivalent employees to place this poster in the

Veterans seeking assistance for substance use treatment should contact the SUD Intensive

health services, go to: www.va.gov/directory/guide/SUD.asp

www.maine.gov/veterans/benefits/tax-financebenef

choose to search the entire state for resources

Filing a claim with the VA

Enrolling in VA Healthcare

Obtaining burial benefit

Recognitions for services

To Access Services, Contact:

Educational benefits

Veterans & Emergency Management

Maine Bureau of Veterans' Services

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

Website: www.maine.gov/dvem/index.htm

Veterans are entitled to certain tax benefits. To find out more, go to

Outpatient's (Addictions Services - SUD Program) at 207-623-8411x 4098. For other mental

choose the Legal/Financial option. Veterans can also select a specific county to search, or can

The map will provide legal services options, complete with links to the businesses and/or

Other State benefits such as providing park passes, hunting and fishing licenses

The Maine Department of Labor provides equal opportunity in employment and program:

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

## Web site: www.maine.gov/labor/bls Fmail: bls.mdol@maine.gov REV. 11/2019

Substance Use & Mental Health Treatment

DEPARTMENT OF LABOR, BUREAU OF LABOR STANDARDS

**Veterans' Benefits & Services** Maine Law (Title 26, M.R.S.A. § 42-D) requires every employer with

Benefits and Services for Maine Veterans can be accessed through the Department of Defense, Veterans and Emergency Management and This poster describes some important benefits and services offered. Free printed posters and requirements may be obtained from the Department of Labor, Bureau of Labor Standards, by calling 207-623-7900 or by visiting the Bureau's website at www.maine.gov/labor/posters. This poster is available online at no charge and may be copied: www.maine.gov/labor/posters/

Maine CareerCenters are located throughout the state and provide educational, training and workforce resources, including veteran-specific referral services through the Maine Military and Community Network and employment support like the Maine Hire-A-Vet Program at Each CareerCenter has a dedicated veteran representative onsite. Find out more at ntrepreneurship services from the Small Business Administration are also offered. Find out more For further educational resources, the Maine Bureau of Veterans' Services has a complete listing of institutions of higher learning in their Maine Veterans' Benefits and Resource Guide at

The State of Maine provides a wide variety of services for Veterans. This poster provides information for the

applies for a State job and is not ultimately hired for that job, it is the policy of the Maine openings for which that veteran may be qualified to apply. See guidance at lity for Unemployment Insurance Benefit: You may be eligible for unemployment if you separated in the last 18 months. If filing in the State of Maine, call 1-800-593-7660 or visit the unemployment website for more

Veterans may request a military service license designator for their license or ID. Proof of active

For more information about the eligibility requirements for the Military Service Designation

The State of Maine has an employment preference to veterans who apply for State

rw.maine.gov/veterans/docs/MBVS-Resource-Guide.pdf

er's Licenses & Non-Driver Identification Cards

service or honorable discharge (DD Form 214) is required

The Crisis Line provides 24/7, confidential support for veterans AND their families Veterans do not have to be enrolled in VA benefits or health care to access this service To access assistance, dial 988, then press 1 For an online chat option, go to www.veter

ME

This poster is available online at no charge and may be copied: <a href="https://www.maine.gov/labor/posters/">https://www.maine.gov/labor/posters/</a> The Maine Video Display Terminal (VDT) Law gives certain rights to people who use computers for work. Video Display Terminals MRSA 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

commonly called video display terminals.

rminal for more than four consecutive hours, exclusive of breaks, on a daily basis.

Terminal. "Terminal" means any electronic video screen data presentation machine.

For full text of the statute visit MRSA 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** Tel: 1-877-SAFE-345 (1-877-723-3345) TTY users call Maine Relay 711.

Web site: <u>www.maine.gov/labor/bls</u>

Email: bls.mdol@maine.gov

REV. 03/2024

REV. 11/2019

Education and training MRSA Title §252. Every employer shall establish an education and training program for all operators as provided Requirements. An employer's education and training program must be provided both orally and in writing, except that an employer that uses fewer than 5 terminals at one location may provide the education and training program in writing only.

The program must include, at a minimum:

Notification of the rights and duties created under this subchapter by posting in a prominent location in the workplace a copy of this subchapter An explanation or description of the proper use of terminals and the protective measures that the operator may take to avoid or minimize symptoms or conditions that may result from extended or improper use Instruction related to the importance of maintaining proper posture during terminal operation and a description of methods to achieve and

maintain this posture, including the use of any adjustable work station

Literature; clearinghouse. The bureau shall recommend to employers, for use in

education and training programs, occupational safety literature that provides

appropriate, current and pertinent data on terminal use. Training schedule. Employers shall provide operators with this education and training program within 30 days of employment and annually thereafter The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

equipment used by the operator.

are obligated to serve in the uniformed service.

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed

you have five years or less of cumulative service in the uniformed services while with that particular

you return to work or apply for reemployment in a timely manner after conclusion of service; and

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

you have not been separated from service with a disqualifying discharge or under other than honorable

you ensure that your employer receives advance written or verbal notice of your service.

not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

are a past or present member of the uniformed

have applied for membership in the uniformed

then an employer may not deny you:

initial employment;

retention in employment

reemployment;

because of this status.

## 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 against past and present members of the uniformed services, and applicants to the uniformed services.

HEALTH INSURANCE PROTECTION 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. 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

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

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had **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

If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA. The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and

**REV. 05/2022** 

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 place notices for employees. promotion: or · any benefit of employment

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel

**Notice to Employees:** 

State law requires your employer to provide

workers' compensation insurance for its employ-

ees. Workers' compensation insurance provides

Workers' Compensation Board to help injured

www.maine.gov/labor/misclass.

du travail.

please contact one of the regional offices.

It is against the law for employers to mis-

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

employeur est tenu de souscrire à une assurance

indemnisant ses employés victimes d'un accident

Si vous êtes victime d'un accident du travail,

PREVENEZ VOTRE EMPLOYEUR IMMEDI-

ATEMENT. Passé un délai de 60 jours, vous

Au-delà de deux ans, votre déclaration n'est plus

recevable. Pour aider les victimes d'un accident

La loi interdit aux employeurs de classifier

fallacieusement leurs salariés comme étant des

contractants privés aux fins d'échapper a

l'assurance compensatrice-employé, aux

Tłumacze dostępni na życzenie.

angielsku "Polish" i czekać na linii.

Aby uzyskać pomoc tłumacze, proszę powiedzieć po

"Когда Вы обращаетесь за помощью по телефону

пожалуйста скажите, что Вы говорите по-русски

переводчиком. После этого, пожалуйста, оставай-

(произнесите "РАШН"), и мы обеспечим Вас

打電話請求幫助時,請用英語說"挾音呢斯"

(CHINESE)— 我們將爲您提供口譯人員。請不

"К вашим услугам имеются переводчики"

des conseillers juridiques à leur disposition.

risquez de perdre vos droits à l'indemnisation.

benefits to employees who are injured at work.

Employer Support of the Guard and Reserve • 1-800-336-4590



## **WORKERS** COMPENSATION

## **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**

Bangor, ME 04401 207-941-4550 1-800-400-6856 **PORTLAND** 

56 Northport Drive, Suite 201

Portland, ME 04103

207-822-0840

1-800-400-6858

CARIBOU

396 Griffin Road, Suite 105

43 Hatch Drive, Suite 110 Caribou, ME 04736-2347 207-498-6428 1-800-400-6855

Visit our website at:

www.maine.gov/wcb

## Statewide TTY: 711 Interpreters Available When calling for assistance, please say the name of your language in English and an interpreter will

be called for you. Please stay on the line.

Tenemos intérpretes a su disposición

chamado. Por favor, aguarde na linha.

Abbiamo interpreti disponibili

favor manténgase en la línea. Temos intérpretes à sua disposição Se precisar de atendimento em Português, por favor diga "Portuguese" e um intérprete será prontamente

Si necesita que le atiendan en español por favor diga

"Spanish" y le conectaremos con un intérprete. Por

Se avete bisogno di assistenza in Italiano, Vi preghiamo di dire "Italian" e un interprete sará messo a Vostra disposizione. Vi preghiamo di rimanere in linea. 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.

тесь на линии.

提供口譯服務

要挂斷電話。

通訳を必要とされる場合は「ジャパニーズ」と おっしゃり、通訳がでるまでそのままでお待ちく 한국어 통역을 이용하실 수 있습니다. 도움이 필요하여 전화를 거실 때 영어로 코리언

This poster is available in alternative format. For further assistance, contact the Maine Workers' Compensation Board, ADA Coordinator, telephone: (888) 801-9087 or TTY: 711.

通訳サービスをご利用いただけます

(أ-ر-ب-ك )ونحن سنقدُم لكم مترجما شفهيا . ابقوا على الخط من

Marka aad caawinaad inoogu soo yeeraneysid, fadhlan (KOREAN)이라고 말씀하시면 통 역자를 연결해 드릴 guugu yeeri doonaaye. Taleefoonkana ha dhigin. 것입니다. 전화를 끊지 마시고 기다리십시오.



of an eye.

## your employer or OSHA, or report a work-

basis of disability in admission to, access to, or operation of its programs, services or activities.

- 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
- See any OSHA citations issued to your employer.

retaliated against for using your rights.

This poster is available free from OSHA.

### Si vous n'êtes pas sûr de vos droits, veuillez EMPLOYER AT ONCE. You may lose your right to receive benefits unless your employer is contacter l'un des bureaux régionaux. notified within 60 days of your injury. Your claim is also subject to a two year statute of **Aviso a los Trabajadores:** limitations. Worker advocates are available at the

If you are injured at work, NOTIFY YOUR salariés): www.maine.gov/labor/misclass.

El seguro de compensaciones para el trabajador classify employees as independent contractors proporciona beneficios a los trabajadores accidenfor the purposes of avoiding workers' compentados en el trabajo sation insurance, unemployment coverage, or En caso de sufrir accidente o daño laboral, other employer paid taxes and withholdings NOTIFÍQUELO INMEDIATAMENTE A SU For more information on laws pertaining to the EMPRESARIO. Podría perder el derecho a hiring of independent contractors, visit the recibir compensación a menos que su empresario Worker Misclassification Task Force website at sea notificado de este accidente o daño en el plazo de 60 días. Así mismo esta reclamación debe If you have any questions about your rights, hacer referencia a unaccidente o daño que no haya ocurrido hace más de dos años. Los defensores del trabajador están disponibles para A l'intention des Employes: proporcionar avuda a los trabajadores acciden-

indemnités de chômage, ou aux autres charges et

retenues dues par employeur. Pour plus de

détails sur la législation relative a l'utilisation

des services privés, visitez le site internet de

Worker Misclassification Task Force (Unité

anti-fraude en matière de classification des

La ley del estado de Maine requiere que su

empresario proporcione el seguro de compensa-

ciones para el trabajador a todos los trabajadores.

tados 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, ú 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 du travail, le Workers' Compensation Board met contratación de contratistas independientes, visite el Worker Misclassification Task Force en la página web de www.maine.gov/labor/

> En caso de tener cualquier pregunta sobre sus derechos, favor de dirigirse a una de las oficinas regionales de compensaciones para el trabajador.

> > nói "VIETNAMESE" để chúng tôi cho thông dịch viên giúp quý vị. Xin quý vị chờ trên đường dây. مترجمون شفهيون متيشرون لخدمتكم عند اتصالكم للمساعدة أو لطلب خدمة معينة نرجو منكم أن تذكروا

را که بدان صحبت می کنید به انگلیسی ذکر کنید تا راجع به امري به ما تلفن مي كنيد، لطفأ نام زباني قطع نکنید. هنگامیکه برای درخواست کمک یا شما تماس گرفته شود. لطفاً روى خط منتظر بمانيد.

uqaddaada af Ingiriisi inoogu sheeg turjubaan ayaa 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

All workers have the right to:

A safe workplace.

## Raise a safety or health concern with related injury or illness, without being retaliated against.

Receive information and training on job

hazards, including all hazardous substances in your workplace. Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact

OSHA on your behalf.

- (by phone, online or by mail) if you have been
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

Contact OSHA. We can help.

**TWO** ways to verify poster compliance!

**QR CODE**) Scan with phone camera:

ONLINE

Go to: JJKeller.com/LLPverify

Enter this code: 69394-072024

"Có Thông Dịch Viên" "Khi gọi điện thoại để được giúp đỡ, xin quý vị hãy

افراد مترجم در دسترس می باشند.

بایک مترجم برای Turjunaanno waa la helayaa

# **Job Safety and Health**

## **Employers must:**

and safety concern with you or with OSHA, or reporting a work-related injury or illness. Comply with all applicable OSHA standards. Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related

inpatient hospitalization, amputation, or loss

language and vocabulary they can understand.

Prominently display this poster in the workplace.

Provide required training to all workers in a

Provide employees a workplace free from

recognized hazards. It is illegal to retaliate

against an employee for using any of their

rights under the law, including raising a health

 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.





To update your labor law posters contact

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