approved for the same reason when requesting additional leave

U.S. Office of Personnel Management or Congress.

If you are eligible for FMLA leave, your employer must:

About your FMLA rights and responsibilities, and

What does my employer need to do?

Where can I find more information?

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

EMPLOYERS HOLDING FEDERAL

CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance

of, a company with a Federal contract or subcontract, you are

Race, Color, Religion, Sex, Sexual Orientation,

discrimination by Federal contractors based on race, color, religion

requires affirmative action to ensure equality of opportunity in all

sex, sexual orientation, gender identity, or national origin, and

Executive Order 11246, as amended, prohibits employmen

Asking About, Disclosing, or Discussing Pay

compensation of other applicants or employee

Executive Order 11246, as amended, protects applicants and

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

classification, referral, and other aspects of employment by

reasonable accommodation to the known physical or mental

limitations of an otherwise qualified individual with a disability

who is an applicant or employee, barring undue hardship to the

employer, Section 503 also requires that Federal contractors take

individuals with disabilities at all levels of employment, including

The 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 activ

duty), active duty wartime or campaign badge veterans, or Armed

protects qualified individuals with disabilities from discrimination

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

Federal contractors. Disability discrimination includes not making

employees of Federal contractors from discrimination based on

inquiring about, disclosing, or discussing their compensation or the

Gender Identity, National Origin

aspects of employment.

Disability

the executive level.

**EMPLOYEE RIGHTS** 

**EMPLOYEE POLYGRAPH PROTECTION ACT** 

service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers,

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

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

bargaining agreement which is more restrictive with respect to lie detector tests.

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

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

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

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

**Protected Veteran Status** 

Forces service medal veterans.

Programs (OFCCP) enforces the nondiscrimination and affirmative

action commitments of companies doing business with the Federal

protected under Federal law from discrimination on the following

rernment. If you are applying for a job with, or are an employee

bargaining agreement that provides greater family or medical leave rights.

Allow you to take job-protected time off work for a qualifying reason,

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

your employer in court. Scan the QR code to learn about our WHD complaint process.

DEPARTMENT OF LABOR

UNITED STATES OF AMERICA

**WAGE AND HOUR DIVISION** 

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

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

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

Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For

whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against

REV. 04/2023

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

egional or district office, listed in most telephone directories unde

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

**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

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

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** 

Section 504 of the Rehabilitation Act of 1973, as amended,

persons with disabilities who, with or without reasonable

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

national origin in programs or activities receiving Federal financia

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

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 unauthorized

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

penalties against violators. Employees or job applicants may also bring their own

On the basis of: age, ancestry, blindness, color, learning disability, marital status

status. Veteran status

In: loans, mortgages, any credit transactions

against you for filing a complaint.

203-579-6950

860-566-1997

860-886-2550

860-246-5419

intellectual disability, national origin, physical disability, race, religious creed, sex,

transgender status, gender identity or expression, sexual orientation or civil union

If you believe you have experienced illegal discrimination, the CT Commission on

Human Rights will investigate without cost to you. It is illegal for anyone to retaliate

Any person who believes a contractor has violated its

The Office of Federal Contract Compliance Programs (OFCCP)

authorities should contact immediately:

U.S. Department of Labor

Washington, D.C. 20210

200 Constitution Avenue, N.W.

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

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

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

YOUR EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

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 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.

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

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.

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if

You have at least 1,250 hours of service for your employer during the 12 months before your leave, and

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 a public agency, such as a local, state or federal government agency. Most federal employees are covered by

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

disability; pregnancy, childbirth, or related medical

condition; or a sincerely-held religious belief,

Obtaining or disclosing genetic information of

Requesting or disclosing medical information of

Conduct that might reasonably discourage someon

from opposing discrimination, filing a charge, or

participating in an investigation or proceeding

Conduct that coerces, intimidates, threatens, or

(including accommodation) or pregnancy

What can You Do if You

**Believe Discrimination has** 

Occurred?

https://publicportal.eeoc.gov/Portal/Login.gspx

distributors and dispensers.

Contact the EEOC promptly if you suspect discrimination. Do no

delay, because there are strict time limits for filing a charge of

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

1-844-234-5122 (ASL video phone)

an EEOC field office (information at

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

**Submit** an inquiry through the EEOC's public portal:

1\_800\_669\_4000 (tall free)

www.eeoc.gov/field-office)

Additional information about the EEOC.

charge of discrimination, is available at

including information about filing a

www.eeoc.gov

1-800-669-6820 (TTY)

interferes with someone exercising their rights, or

someone assisting or encouraging someone else to

exercise rights, regarding disability discrimination

observance or practice

Classification

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

Your serious mental or physical health condition that makes you unable to work,

take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemembe

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

To care for your spouse, child or parent with a serious mental or physical health condition, and

The birth, adoption or foster placement of a child with you

your employer's paid leave policy covers the reason for which you need FMLA leave.

You have worked for your employer at least 12 months,

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

You work for an elementary or public or private secondary school, or

Follow your employer's normal policies for requesting leave,

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 discrimination

Interference, coercion, or threats related to exercising

rights regarding disability discrimination or pregnancy

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

What Organizations are Covered?

Most private employers

Staffing agencies

All aspects of employment, including:

Hiring or promotio

Discharge, firing, or lay-off

Pay (unequal wages or compensation

Discriminatory?

FED

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

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

Title II of the FMLA, administered by the Office of Personnel Management

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

Read Fact Sheet #28M(c) for more information

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

You work for a covered employer,

Am I eligible to take FMLA leave?

How do I request FMLA leave?

FED

Who is Protected?

Job applicants

National origin

Age (40 and older)

Generally, to request FMLA leave you must:

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

**ENFORCEMENT** 

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

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

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

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

1-866-487-9243

### 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** 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

**YOUR RIGHTS UNDER USERRA** 

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

perform service in the uniformed service and: you and your dependents for up to 24 months while in the military. you ensure that your employer receives advance written or verbal notice 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 have five years or less of cumulative service in the uniformed services you are reemployed, generally without any waiting periods or exclusion while with that particular employer: (e.g., pre-existing condition exclusions) except for service-connected

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

initial employment; promotion: or any benefit of employment reemployment; 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

in the uniformed service; or

then an employer may not deny you:

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

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

### MINIMUM WAGE: \$14.00 per hour effective 7-1-22

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

MINORS UNDER 18 YEARS OF AGE EMPLOYED BY THE STATE OR POLITICAL SUBDIVISION

MINORS LINDER 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 WAGE AS DEFINED IN SECTION 31-58. MINORS IN OTHER EMPLOYMENT - SEE SECTION

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 rithout regard to t whether based on per centum of total valuation or specific rate per unit of accomplishmen "Incentive plan" means any method of compensation, including, without limitation thereto, ommissions, 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

greement, 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. (c) Piece rates in relation to time rates. (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 fair wage established by subsection (i) of section 31-58 of the Connecticut General Statutes for each hour worked in any week, and the wage paid to such employee shall be not less than the minimum fair wage established by subsection (i) of section 31–58 of the Connecticut General Statutes for each hour worked. (2) When an employe 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 fair wage established by subsection (j) of section 31–58 of the Connecticut General Statutes and his earnings from piece rates shall average at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes for each hour worked on piece rate for that work week, and the wage paid to such employee shall be not less than the minimum fair wage established by subsection (i) of section 31–58 of the Connecticut General Statutes for each hour worked. (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 guarantee), the employee shall receive an average rate of at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes an hour for each hour worked in any veek and the wage paid to such emplovee shall be not less than the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes for each

(d) Commission.(1) When an employee is compensated solely on a commission basis he shall be paid weekly an average of at least the minimum fair wage established by ubsection (j) of section 31-58 of the Connecticut General Statutes per hour for each hour worked. (2) When an employee is paid in accordance with a finding for a base rate plus nmission, the wage paid weekly to the employee from these combined sources shall egual at least an average of the minimum fair wage established by subsection (i) of section 31-58 of the Connecticut General Statutes an hour for each hour worked in any work week. All commissions shall be settled at least once in each month in full. When earning are derived in whole or in part on the basis of an incentive plan other than those define herein, the emplovee shall receive weekly at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes per hour for each hour

vorked 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 section, "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

rovisions are complied with: (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 daily, weekly or bi-weekly basis in a 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 not less than the amount claimed, which shall not exceed the allowance hereinafter provided, was received by

demonstrating that wages recieved by the service employee, including gratuities together with other authorized allowances, represents a payment of not less than the ninimum fair wage established by subsection (j) of section 31-58 of the **Connecticut** General Statutes 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. Such attestation, statement, or substantial evidence shall satisfy the

Public Act 19-4, An Act Increasing the Minimum Fair Wage.

Such regulations may include, but are not limited to, regulations defining and governing ar executive, administrative or professional employee and outside salesperson; learners and pprentices, 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 thirty-one per cent of the minimum fair wage per hour, and effective January 1, 2014, equal o 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 lanuary 1, 2009, equal to eleven per cent of the minimum fair wage per hour, and effective

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 forty-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

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.

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 Wage. CGS Sec. 31-58(i)(5). The rates for all persons under the age of eighteen years. except emancipated minors, shall be not less than eighty-five per cent of the minimum fair wage for the first ninety days of such employment, or ten dollars and ten cents per hour, whichever is greater, and shall be equal to the minimum fair wage thereafter, except in

institutional training programs specifically exempted by the commissio (b) In addition to the records required by section 31-66 of the 1969 supplement to the 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 o oyment, supplemented by the present employer's record of hours worked by th 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 (c) Deviation from the provisions of this regulation will cancel the modification of the minimum fair wage herein provided for all hours during which the violation prevailed and

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 mum rate in an occupation which is not apprenticeable.]

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 Sec. 31-60-9. Apparel.

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, maintenance of wearing apparel or for the laundering and cleaning of 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 has completed his assignment. Sec. 31-60-10. Travel time.

(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 at 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 employment, such additional travel time shall be considered to be working time and shall

time shall be considered to be working time and shall be paid for as such. Sec. 31-60-11. Hours worked. (a) For the purpose of this regulation, "hours worked" include all time during which an

(d) When at the end of a work day a work assignment at other than his usual place of

ocation 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 begin when the employee is notified of his assignment and shall end when the employe

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

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.

against due to your status as a victim

of domestic violence or if you have been

deal with issues related to abuse, contact

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

www.ct.gov/CHRO

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** 

Sec. 31-60-12. Records. (a) For the purpose of this regulation, "true and accurate records" means accurate legible

FED

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; through 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

other than the place of employment when it is demonstrated that the retention of such records at the place of employment either (1) works an undue hardship on the employer without materially benefiting the inspection procedures of the labor department, or

(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, th 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

(2) his home address;

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 hiring or firing and as to the advancement and promotion or any other change of status of other mployees will be given particular weight; and (4) who customarily and regularly 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 own at least twenty percent interest in the enterprise in which he is employed; and (6) who is compensated for his services on a salary basis at a rate of not less than four hundred dollars per week exclusive of board, lodging, or other facilities, 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 not less than three hundred seventy-five dollars per week exclusive of board, lodging, or other facilities during the training period; (C) a tentative outline of the training program has been approved by the labor commissioner; and (D) the employer shall pay tuition costs, 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 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

roved may be terminated at any time by the labor commissioner upon proper notice, if dollars per week, exclusive of board, lodging, or other facilities, and whose primary duty consists of the management of the enterprise in which he 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 or less frequent basis, regardless of the number of days or hours worked, which amount is not

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

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 een 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 and medical leave act, section 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51qq-17 of the regulations of Connecticut state agencies; or

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

(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

(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 seq., or the Connecticut family and medical leave act, section 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51qq-17 of the regulations of Connecticut state agencies; or

(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

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.

(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

(a) For the purposes of said section 31-58 (f), "employee employed in a bona fide  $administrative\ capacity''\ means\ any\ employee\ (1)\ whose\ primary\ duty\ consists\ of\ either:$ (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 educational establishment 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 customarily and directly assists a proprietor, or an employee employed in a bona fide executive o 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 ercent, 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 subdivision (1) to (3), inclusive, of this section; and (5)(A) who is compensated for his services on a alary 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 employe 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 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 tas egardless 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

**Sec. 31-60-16. 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

(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 cannot be standardized in relation to a given period of (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

our 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 a teacher as provided in subdivisio (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 endeavor, 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

Thomas Wydra, Director Wage and Workplace Standards Division

CONNECTICUT DEPARTMENT OF LABOR Partner of the American

CT

Free, Expert Assistance & Representation Insurance Denials & Appeals, Billing Errors, and Access to Care

**Health Insurance is Complicated.** 

Don't Worry Alone

Capitol Region

Eastern Region

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

Visit: ct.gov/oha Email: <u>Healthcare.Advocate@ct.gov</u>

860-886-5703

860-541-3400

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

the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

### **Employers must:**

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

small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



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



J. J. Keller & Associates, Inc. JJKeller.com/laborlaw 800-327-6868

## OVERTIME PAY

FED

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, nonmining, non-hazardous jobs with certain work hours restrictions. Different rules apply in

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

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

www.dol.gov/agencies/whd

WAGE AND WORKPLACE STANDARDS DIVISION

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, viding for a board deduction and allowance in an amount differing from that provided in

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 guidelines for a modification of the minimum wage. I

(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 em conditions may be accomplished, a minor may be employed at a modification of the

nder this regulation, apprentices duly registered by the Connecticut State Apprenticeship

whichever is lower, may be permitted to apply as part of the minimum fair wage for the begin when the employee is notified of his assignment and shall end when the employee

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 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 nitted to work, whether or not required to do so, provided time allowed for meals shall 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 (b) All time during which an employee is required to be on call for emergency service at a

activities or communications;

Safety rules of major significance include only those relating to the prevention of (i) lack of work occasioned by the operating requirements of the employer;

Employees should contact their local unemployment office for information on how to claim unemployment benefits.

NOTICE: Employers must contact their local unemployment office or the state agency responsible for unemployment compensation to receive the official Unemployment Insurance posting

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

> 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 mon 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 e employer's employees, or (iii) creates a hostile workplace environn

nonitoring may produce evidence of this misconduct, the employer may conduct monitoring

observation, including the use of a computer, telephone, wire, radio, camera, electromagneti otoelectronic or photo-optical systems, but not including the collection of information (A)

by the public, or (B) which is prohibited under state or federal law.

without giving prior written notice.

office for this workplace is located at:

Public Act 17-141 allows an employer the option to

are prominently displayed" and on the Workers'

- a location where employees must file claims for

designate and post — "in the workplace location where

Compensation Commission's website [wcc.state.ct.us]

other labor law posters required by the Labor Department

If your employer has listed a location below, you MUST file

your compensation claim there.

When filing your claim, you are also required – by law – to send it by certified mail.

If blank below, ask your employer where to file your claim.

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

nsurance company, or the Workers' Compensatio

employer or insurance company should be addressed to the employer, the

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

POST THIS NOTICE WILL SURJECT THE EMPLOYER TO STATUTORY PENALTY (Section

ecurity purposes in common areas of the employer's premises which are held out for use

(b) (1) Except as provided in subdivision (2) of this subsection, each employer who

(c) The Labor Commissioner may levy a civil penalty against any person that the nissioner 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 nformation obtained in the course of a criminal investigation through the use of electronic

The Connecticut Department of Labor, Wage & Workplace Standards Division

200 Folly Brook Boulevard • Wethersfield, CT 06109-1114

STATE ZIP CODE

TELEPHONE

REV. 10/01/2021

STATE \_\_\_\_ ZIP CODE

Workers' Compensation Commission

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 of proof with respect to such prejudice shall rest upon

Compensation Commission's Form 30C is necessary to satisfy this NOTE: You must comply with P. A. 17-141 (see next box, below) when filing a compensation claim

TELEPHONE STATE \_\_\_\_ ZIP CODE \_\_\_\_ APPROVED MEDICAL CARE PLAN YES NO The State of Connecticut Workers' Compensation Commission

Each employer with one or more employees must comply with these anti-discrimination and reasonable accommodation laws related to an employee or job applicant's pregnancy, Prohibition of Discrimination No employer may discriminate against an employee or job applicant because of her

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

due to her pregnancy, childbirth or needing to breastfeed or express milk at work. easonable accommodations include, but are not limited to Being permitted to sit while working More frequent or longer breaks Periodic rest Assistance with manual labor Light duty assignments Modified work schedules Temporary transfers to less strenuous or less hazardous work

reasonable accommodation 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 \* Note: To demonstrate an undue hardship, the employer must show that the accommodation would require a significant difficulty or expense in light of its **Prohibition of Retaliation** Employers are prohibited from retaliating against an employee because of a request for

Connecticut Commission on Human Rights and Opportunities (CHRO). Complainants hav 300 days from the date of the alleged act of discrimination, or from the time that you reasonably became aware of the discrimination, in which to file a complaint. It is illegal 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

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

### 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 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 pump at work requirements. 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

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

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.

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 certificate

issued by the Department of Labor.

records for each employee showing his home address; the occupation in which he is employed; 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:

> such other records as are stipulated in accordance with sections 31-60-1 retention of both wage and hour records as outlined either in whole or in part at a place

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

the occupation in which he is employed; his total wages paid each work period; 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, "employee employed in a bona fide executive capacity" means any employee (1) whose primary duty

(B) Deductions may be made for one or more full days if the employee is absent for

(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.

(ii) jury duty, or attendance at a judicial proceeding in the capacity of a witness;

TO THE EMPLOYEES OF In accordance with §31-48d of the Connecticut General Statutes, this will serve as notice tha this employer may engage in the following types of **Electronic Monitoring** of employees

IF YOU HAVE ANY QUESTIONS REGARDING THIS NOTICE, CONTACT

Sec. 31-48d. Employers engaged in electronic monitoring required to give prior s.Exceptions. Civil penalty. (a) As used in this section: (1) "Employer" means any person, firm or corporation, including the state and any political subdivision of the state which has employees; (2) "Employee" means any person who performs services for an employer in a busines 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

**Notice to Employees** The Workers' Compensation Act (Connecticut General Statutes Chapter 568) requires your employer, to provide benefits to you in case of injury or occupational disease in the course of employment. Section 31-294b of the Workers' Compensation Act states "Any employee who has sustained an injury in the course of his employment shall immediately report the injury to his employer, or some person representing his employer. If the employee fails to report the injury immediately,

An injury report by the employee is NOT an official written notice of claim for workers' compensation benefits; the Workers' The INSURANCE COMPANY or SELF-INSURANCE ADMINISTRATOR is:

Connecticut General Statutes §§ 46a-60(a), (b)(7), (d)(1) Pregnancy Discrimination and Accommodation in the Workplace 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 pregnancy, childbirth or other related conditions (e.g., breastfeeding or expressing milk Terminating employment because of pregnancy, childbirth or related condition

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 time prior to being granted job protected leave of absence under this law. Any employee aggrieved by a violation of these statutes may file a complaint with the An employer must provide a reasonable accommodation to an employee or job applicant for anyone to retaliate against you for filing a complaint. CHRO main number: 860-541-3400 CHRO website: https://portal.ct.gov/CHRO
CHRO link "How to File a Discrimination Complaint"

NOTICE

ONLINE

Prominently display this poster in the workplace.





CT 0024-075-0

\$15.00 per hour effective 6-1-23

For example, an attestation or statement in electronic or written format

requirements of subdivisions (2) and (3) of this section. **Sec. 31-60(b)** The Labor Commissioner shall adopt such regulations, in accordance with the provisions of chapter 54, as may be appropriate to carry out the purposes of this part

has completed his assignment. IOTICE: 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.

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 or any conduct of a sexual nature when: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or Such conduct has the nurpose or effect of substantially interfering with an

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

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

Commission on Human Rights and Opportunities **DOMESTIC VIOLENCE RESOURCES IN CONNECTICUT Connecticut Coalition Against** 

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

survive on their own, financially or otherwise.

finding shelter and other housing options.

available. Whether you need information, help, or just someone to talk to, we're here to listen Connecticut's domestic violence information and resource hub CTSafeConnect.org | 888.774.2900 **CTSafeConnect** CALL • TEXT • CHAT • EMAIL • 24/7

IT IS ILLEGAL TO DISCRIMINATE AGAINST SOMEONE BASED ON THEIR STATUS AS A VICTIM OF DOMESTIC **VIOLENCE** 

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

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

The accrual is at a rate of one hour of paid sick leave for each 40 hours worked by a service worker up to a maximum of 40 hours per year (the employer shall choose any 365 day period used to calculate employee benefits in order to administer paid sick leave). No service worker shall be entitled to use more than the maximum number of Each service worker shall be entitled to carry over up to 40 unused accrued hours of paid

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

Reasons for Use of Leave

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

illness, injury or health condition:

illness, injury or health condition; or

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 recent complete calendar quarter. Each employer shall pay each service worker for paid sick leave at a pay rate equal to the the normal hourly wage for that service worker, or the minimum fair wage rate under section 31-58 of the general statutes in

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

preventative medical care A service worker may use paid sick leave for a child's or spouse's: illness, injury or health condition; the medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or preventative medical care This is not the complete Paid Sick Leave law. Please contact your Human Resources office for additional information Effective 1/1/15

Copyright 2023 J. J. Keller & Associates, Inc. • Neenah, WI • Printed in the USA

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 number of days of such leave shall be considered reasonable documentation.

> **Complaint Process** award other relief

files a complaint with the Labor Commissioner alleging the employer's violation of the act

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 Commi may hold a hearing. After a hearing, the Commissioner may assess a civil penalty or REV. 01/01/2015

for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization to relocate due to such family violence or sexual assault to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault. If leave is foreseeable, the employer may require advance notice. If leave is unforeseeable, the employer may require notice as soon as practicable

a court record or documentation signed by a service worker or volunteer working for a victim services organization, an attorney, a police officer or other counselor involved with the service worker shall be considered reasonable documentation for a victim of family violence or sexual assault Prohibition of Retaliation or Discrimination 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 in accordance with the employer's own paid sick leave policy, as the case may

the medical diagnosis, care or treatment of his or her mental illness or physical **Collective Bargaining** Nothing in the act shall diminish any rights provided to any employee or service worker under a collective bargaining agreement, or preempt or override the terms of any collective bargaining agreement effective prior to January 1, 2012.

Promoting Equality and Justice for all People SEXUAL HARASSMENT IS ILLEGAL **Examples of Sexual Harassment** Remedies For Sexual Harassmen and is prohibited by Cease and desist orders Suggestive or lewd remarks Unwanted hugs, touches, or kisses Compensatory damages sexual harassment Emotional distress damages Derogatory or pornographi

Commission on Human Rights and Opportunities

CT

All services are safe, free, confidential & If you feel you have been discriminated Safe Connect advocates can help you think through options and get you connected with one of CCADV's 18 local domestic violence organizations fo denied a reasonable leave of absence to

CT **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 service worker's date of employment A service worker may use paid sick leave if the service worker is a victim of family violence or sexual assault

A service worker shall be entitled to the use of accrued paid sick leave upon the ompletion of the service worker's 680<sup>th</sup> hour of employr from January 1, 2012, for current service workers, or Documentation for paid sick leave of 3 or more consecutive work days may be required 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

Denial of Reasonable Accommodation mmodation due to pregnancy.

Connecticut Department of Labor (DOL). Time off to recover from childbirth (prescribed by a Doctor, typically 6-8 weeks DOL phone number: 860-263-6791 Break time and appropriate facilities (not a bathroom) for expressing milk DOL complaint form https://www.ctdol.state.ct.us/wgwkstnd/forms-wwsInstruct.htm No employer may discriminate against employee or job applicant by denying a reasonable

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

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during **PROHIBITIONS** Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test

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

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

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

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

Discrimination is Illegal Connecticut law prohibits discrimination in: HOUSING & PUBLIC ACCOMMODATIONS On the basis of: age, ancestry, color, genetic information, learning disability, marital On the basis of: age, ancestry, breastfeeding in a place of public accommodation, status, past or present history of mental disability, intellectual disability, national color, familial status (in housing), lawful source of income, learning disability, marital origin, physical disability, race, religious creed, sex, including pregnancy, sexual status, mental disability, intellectual disability, national origin, physical disability, harassment, transgender status, gender identity or expression, sexual orientation or race, religious creed, sex, transgender status, gender identity or expression, sexual civil union status, workplace hazards to reproductive systems, criminal record (in state orientation or civil union status, use of a guide dog/training a guide dog, Veteran

Hartford, CT 06103

100 Broadway, Norwich, CT 06360

450 Columbus Blvd Suite 2

Connecticut Commission on Human Rights & Opportunities 350 Fairfield Avenue, Bridgeport, CT 06604 203-579-6246 203-579-6246 55 West Main Street, Suite 210 203-805-6579 Waterbury, CT 06702 860-566-7710 860-566-7710

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

In: services rendered the public, rentals and sales of public and private housing

There's help. Call: 1.866.466.4446

860-886-5707

860-541-3459

OHA

On-Site Consultation services are available to



To update your labor law posters contact

62770