

LABOR LAWS

Since 1953

FEDERAL

MARYLAND

FED FED FED U.S. Equal Employment Opportunity Commission **YOUR EMPLOYEE RIGHTS UNDER THE** EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT Know Your Rights: Workplace Discrimination is Illegal FAMILY AND MEDICAL LEAVE ACT prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the FEDERAL MINIMUM WAGE minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of employer if FMLA leave was previously taken or approved for the same reason when requesting \$7.25 PER HOUR 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. What is FMLA leave? the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **iob** additional leave. **BEGINNING JULY 24, 2009** Your employer may request certification from a health care provider to verify medical leave and may that results in the death or serious injury of any minor employee, and such assessments may be doubled when protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour against, and requires affirmative action to recruit, employ, and Who is Protected? What can You Do if You Believe request certification of a qualifying exigency. the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging Division (WHD) enforces the FMLA for most employees. The law requires employers to display this poster where employees can readily see it. advance in employment, disabled veterans, recently separated Employees (current and former), including managers and The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local **Discrimination has Occurred**? workers who file a complaint or participate in any proceeding under the FLSA. Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for **OVFRTIMF PAY** veterans (i.e., within three years of discharge or release from active emporary employee law or collective bargaining agreement that provides greater family or medical leave rights. duty), active duty wartime or campaign badge veterans, or Armed The birth, adoption or foster placement of a child with you. Contact the EEOC promptly if you suspect discrimination. Do not ADDITIONAL INFORMATION At least 11/2 times the regular rate of pay for all hours worked over 40 in a workweek Job applicants State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their Your serious mental or physical health condition that makes you unable to work, delay, because there are strict time limits for filing a charge of ces service medal veterans. Union members and applicants for membership in a union Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay CHILD LABOR own serious health conditions. Most federal and certain congressional employees are also covered by the ination (180 or 300 days, depending on where you live To care for your spouse, child or parent with a serious mental or physical health condition, and Retaliation What Types of Employment Discrimination are Illegal? Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise provisions. Certain narrow exemptions also apply to the pump at work requirements. law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. 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 work). You can reach the EEOC in any of the following ways: Under the EEOC's laws, an employer may not discriminate against Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana an inquiry through the EEOC's public portal: What does my employer need to do? a military servicemember iobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in you, regardless of your immigration status, on the bases of: https://publicportal.eeoc.gov/Portal/Login.aspx opposes discrimination by Federal contractors under these Federal An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a Islands, and the Commonwealth of Puerto Rico. If you are eligible for FMLA leave, your employer must: various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules 1-800-669-4000 (toll free) Call serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care Allow you to take job-protected time off work for a qualifying reason, Color Any person who believes a contractor has violated its apply in agricultural employment Some state laws provide greater employee protections; employers must comply with both. 1-800-669-6820 (TTY) nondiscrimination or affirmative action obligations under OFCCP's for the servicemember. Continue your group health plan coverage while you are on leave on the same basis as if you had Some employers incorrectly classify workers as "independent contractors" when they are actually TIP CREDIT National origin 1-844-234-5122 (ASL video phone authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP) You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise not taken leave, and employees under the FLSA. It is important to know the difference between the two because employees Sex (including pregnancy, childbirth, and related medical Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips Visit an EEOC field office (information at permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced Allow you to return to the same job, or a virtually identical job with the same pay, benefits and (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly conditions, sexual orientation, or gender identity) www.eeoc.gov/field-office) U.S. Department of Labor schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information. received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they other working conditions, including shift and location, at the end of your leave 200 Constitution Avenue, N.W. Washington, D.C. 20210 Age (40 and older) E-Mail info@eeoc.go FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer classified independent contractors are not. Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave. rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or Genetic information (including employer requests for, or cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the 1-800-397-6251 (toll-free) Additional information about If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may Am I eligible to take FMLA leave? cooperating with a WHD investigation. than the minimum wage under special certificates issued by the Department of Labor. purchase, use, or disclosure of genetic tests, genetic services, the EEOC, including information After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your or family medical history) You are an eligible employee if all of the following apply: **PUMP AT WORK** about filing a charge of also be contacted by submitting a question online to OFCCP's Help You work for a covered employer, employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer Retaliation for filing a charge, reasonably opposing Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk discrimination, is available a determines that you are eligible, your **employer must notify you in writing**: liscrimination, or participating in a disc You have worked for your employer at least 12 months, DEPARTMENT WAGE AND HOUR for their nursing child for one year after the child's birth each time the employee needs to express breast milk. investigation, or proceeding www.eeoc.gov. About your FMLA rights and responsibilities, and You have at least 1,250 hours of service for your employer during the 12 months before your leave U.S. Government, Department of Labor and on OFCCP's "Contact Us" Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy 1-866-487-9243 How much of your requested leave, if any, will be FMLA-protected leave OF LABOR DIVISION Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from ebpage at https://www.dol.gov/agencies/ofccp/ UNITED STATES LINITED STATES www.dol.gov/agencies/who Where can I find more information? Your employer has at least 50 employees within 75 miles of your work location coworkers and the public, which may be used by the employee to express breast milk. **EMPLOYERS HOLDING FEDERAL CONTRACTS OR** PROGRAMS OR ACTIVITIES RECEIVING FEDERAL DEPARTMENT OF LABOR OF AMERICA Airline flight crew employees have different "hours of service" requirements Call 1-866-487-9243 or visit dol.gov/fmla to learn more. **FNFORCEMENT** SUBCONTRACTS What Organizations are Covered? FINANCIAI ASSISTANCE You work for a covered employer if one of the following applies If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a WH1088 Most private employers The Department of Labor's Office of Federal Contract Compliance The Department has authority to recover back wages and an equal amount in liquidated damages in instance Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act Programs (OFCCP) enforces the nondiscrimination and affirmative You work for a private employer that had at least 50 employees during at least 20 workweeks in the private lawsuit against your employer in court. Scan the QR code to learn about our WHD complain State and local governments (as employers) of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal current or previous calendar year, Educational institutions (as employers) action commitments of companies doing business with the Federal of 1964, as amended, Title VI of the Civil Rights Act of 1964, as Government. If you are applying for a job with, or are an employee of, You work for an elementary or public or private secondary school, or REV. 04/2023 amended, prohibits discrimination on the basis of race, color or a company with a Federal contract or subcontract, you are protected Staffing agencies national origin in programs or activities receiving Federal financi You work for a public agency, such as a local, state or federal government agency. Most SCAN ME assistance. Employment discrimination is covered by Title VI if federal employees are covered by Title II of the FMLA, administered by the Office of Personne under Federal law from discrimination on the following bases: ent Practices can be Challenged a What Employ Race, Color, Religion, Sex, Sexual Orientation, Gender the primary objective of the financial assistance is provision of DEPARTMENT OF LABOR yment, or where employment discrimination causes or may discrimination in providing services under such programs. Title Identity, National Origin All aspects of employment, including: How do I request FMLA leave? MD Executive Order 11246, as amended, prohibits employment UNITED STATES OF AMERICA Discharge, firing, or lay-off discrimination by Federal contractors based on race, color, religion, WAGE AND HOUR DIVISION Department of Labor, Division of Labor and Industry Generally, to request FMLA leave you must: IX of the Education Amendments of 1972 prohibits employment Harassment (including unwelcome verbal or physical sex, sexual orientation, gender identity, or national origin, and discrimination on the basis of sex in educational programs or activities Follow your employer's normal policies for requesting leave UNITED STATES DEPARTMENT OF LABOR equires affirmative action to ensure equality of opportunity in al which receive Federal financial assistance. Minimum Wage and Overtime Law Give notice at least 30 days before your need for FMLA leave, or Hiring or promotion aspects of employment. Individuals with Disabilities WH1420 If advance notice is not possible, give notice as soon as possible. (Labor and Employment Article, Title 3, Subtitle 4, Annotated Code of Maryland) Asking About, Disclosing, or Discussing Pay Section 504 of the Rehabilitation Act of 1973, as amended, You do not have to share a medical diagnosis but must provide enough information to your employe Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on Pay (unequal wages or compensation) prohibits employment discrimination on the basis of disability so they can determine whether the leave qualifies for FMLA protection. You **must also inform you** pay period. Additional information and updates will be posted on the Maryland Failure to provide reasonable accommodation for a disability **Overtime Only Exemptions** in any program or activity which receives Federal financial **Minimum Wage Rates** Department of Labor website (must earn the State Minimum Wage Rate) pregnancy, childbirth, or related medical condition; or a inquiring about, disclosing, or discussing their compensation or the assistance. Discrimination is prohibited in all aspects of ensation of other applicants or employees. Employers with 15 or more employees: cerely-held religious belief, observance or practice Employees under 18 years of age must earn at least 85% of the State Minimum REV. 04/2023 Taxicab drivers employment against persons with disabilities who, with or Benefits Wage Rate without reasonable accommodation, can perform the essentia \$13.25 Certain employees selling/servicing automobiles, farm equipment, trailers, Section 503 of the Rehabilitation Act of 1973 as amended Job training functions of the job. <u>Overtime</u> protects qualified individuals with disabilities from discrimination Effective 1/1/23 or trucks Classification If you believe you have been discriminated against in a program in hiring, promotion, discharge, pay, fringe benefits, job training, Most employees must be paid **<u>1.5 times</u>** their usual hourly rate for all work over **40** Referral Non-profit concert promoter, theater, music festival, music pavilion, or of any institution which receives Federal financial assistance, you classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable \$15.00 Obtaining or disclosing genetic information of employees FED hrs. per week. Exceptions: theatrical show should immediately contact the Federal agency providing such Requesting or disclosing medical information of employees Conduct that might reasonably discourage someone from Scheduled 1/1/24 Agricultural workers for all work over 60 hrs. ner week YOUR RIGHTS UNDER USERRA accommodation to the known physical or mental limitations of an Employers subject to certain railroad requirements of the U.S. Dept. of otherwise qualified individual with a disability who is an applicant or Exemptions opposing discrimination, filing a charge, or participating ir Transportation, the Federal Motor Carrier Act, and the Interstate Commerce THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT employee, barring undue hardship to the employer. Section 503 also Minimum Wage and Overtime Exemptions Employers with 14 or fewer employees: an investigation or proceeding Commission requires that Federal contractors take affirmative action to employ Conduct that coerces, intimidates, threatens, or interfere Immediate family member of the employer and advance in employment qualified individuals with disabilities a 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 Seasonal amusement and recreational establishments that meet certain \$12.80 with someone exercising their rights, or someone assisting all levels of employment, including the executive level . Certain agricultural employees National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or Effective 1/1/23 Protected Veteran Status uniformed services. Executives, administrative, and professional employees FOR MORE INFORMATION OR TO FILE A COMPLAINT CONTACT: The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination \$15.00 **REEMPLOYMENT RIGHTS** HEALTH INSURANCE PROTECTION Volunteers for educational, charitable, religious, and non-profit organization pregnancy accommodation • MARYLAND DEPARTMENT OF LABOR You have the right to be reemployed in your civilian job if you leave that job to perform service If you leave your job to perform military service, you have the right to elect to continue Scheduled 1/1/24 REV. 06/27/2023 . Employees under 16 working less than 20 hours per week DIVISION OF LABOR AND INDUSTRY-EMPLOYMENT STANDARDS SERVICE in the uniformed service and: your existing employer-based health plan coverage for you and your dependents for up Montgomery Co. Different minimum wage rates are in effect. Employers in this county are Outside salespersons you ensure that your employer receives advance written or verbal notice of your to 24 months while in the military. 10946 GOLDEN WEST DRIVE, SUITE 160 Even if you don't elect to continue coverage during your military service, you have • Commissioned employee HUNT VALLEY, MD 21031 required to post the applicable rate information. you have five years or less of cumulative service in the uniformed services while with the right to be reinstated in your employer's health plan when you are reemployed, Employees enrolled as a trainee as part of a public school special education TELEPHONE NUMBER: (410) 767-2357 FED **EMPLOYEE RIGHTS** generally without any waiting periods or exclusions (e.g., pre-existing condition that particular employ Ainimum Wage Fax Number (410) 333-7303 you return to work or apply for reemployment in a timely manner after conclusi Non-administrative employees of organized camps E-MAIL: dldliemploymentstandards-dllr@maryland.gov **EMPLOYEE POLYGRAPH PROTECTION ACT**

Nost employees must be paid the Maryland State Minimum Wage Rate. Tipped Employees (earning more than \$30 per month in tips) must earn the State Minimum Wage Rate per hour. Employers must pay at least \$3.63 per hour. This amount plus tips must equal at least the State Minimum Wage Rate. Subject to the adoption of related regulations, restaurant employers who utilize a tip credit are required to provide employees with a written or electronic wage statement for each pay period showing the employee's effective hourly rate of pay including employe paid cash wages plus tips for tip credit hours worked for each workweek of th

071CE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, ne U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

Certain establishments selling food and drink for consumption on the

Establishments engaged in the first canning, packing or freezing of fruits,

premises grossing less than \$400,000 annually

ng other rights under the Act. The law does not preempt any provision of any State or local law or any collective EXEMPTIONS 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 privat DEPARTMENT OF LABOR WAGE AND HOUR DIVISION LINITED STATES DEPARTMENT OF LABOR UNITED STATES

Protection Act prohibits most priva

employers from using lie detector tests either for pre-emplo

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 tal

screening or during the course of employment

PROHIBITIONS

OF AMERICA



the private sector, subject to restrictions, to certain prospective employees o

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

cturers, distributors and dispenser

to the employer.

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

employees of private firms who are reasonably suspected of involvement in a

vorkplace incident (theft, embezzlement, etc.) that resulted in economic lo

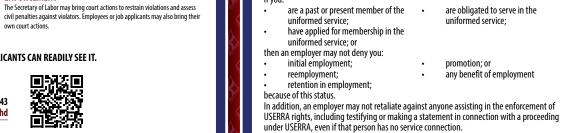
EXAMINEE RIGHTS

ENFORCEMENT

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 result



REV. 02/2022

service; and

comparable iob.

than honorable conditions.

you have not been separated from service with a disgualifying discharge or un

are obligated to serve in the

any benefit of employment

uniformed service

promotion; or

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 car

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

sion of	exclusions) except for service-connected illnesses or injuries.
	ENFORCEMENT
der other	 The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
es, a	 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.
	 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.

Office of Special Counsel, as You may also bypass the VETS process and bring a civil action against an employer fo violations of USERRA. 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 place notices for employees. 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



Department of Labor, Division of Labor and Industry

Drive-in theaters

vegetables, poultry, or seafood

MD

§3-301

Minor Fact Sheet (Labor and Employment Article, Section 3-206

\$ }_{	(Labor and Employment Article, Section 3-206, Annotated Code of Maryland)			
	APPLYING FOR A WORK PERMIT Applications for work permits are accepted online at: www.dllr.state.md.us/childworkpermit. Steps: • Minor or Parent/Guardian completes required information online and prints work permit • <u>TO BE VALID</u> : The Minor, the Minor's Parent/Guardian, and the Employer must sign the permit	 NOTE TO EMPLOYERS A minor under the age of 14 is not permitted to work and may not be employed. Minors 14 through 17 years of age may <i>only</i> work with a work permit. The work permit must be in the employer's possession before the minor is permitted to work. Employers must keep the work permit on file for three years. 	For MORE INFORMATION CONTACT: MARYLAND DEPARTMENT OF LABOR DIVISION OF INDUSTRY - EMPLOYMENT STANDARDS SERVICE 10946 GOLDEN WEST DRIVE, SUITE 160 - HUNT VALLEY, MD 21031 TELEPHONE NUMBER: (410) 767-2357 - FAX NUMBER: (410) 333-7303 E-MAIL: didliemploymentstandards-dllr@maryland.gov OCCUPATIONS FORBIDDEN TO ALL MINORS: Certain occupations are declared to be hazardous by the U.S. Secretary of Labor and have been adopted by reference by the Commissioner of Labor and Industry for the State of Maryland. All minors are forbidden to be employed at these occupations with certain exceptions including but not limited to Youth Apprenticeship. • Occupations in or about plants or establishments manufacturing or storing explosives or articles • Occupations in connection with mining, other these occupations or active	Degrament of Labor Degrament of Degrament of Labor Degr
	Permissible Hours of Employment All Minors: May not be employed or permitted to work more than five hours continuously without a non-working period of at least ½ hour.	Non-Employment Activities Activities not considered employment if performed outside of the prescribed school day and the activity does not involve mining, manufacturing, or hazardous occupations. The activities include: • Farm work performed on a farm.	 containing explosive components. Occupations of motor-vehicle driver and outside helper. Coal-mine occupations. Logging occupations and occupations in the power-driven bakery machines. Occupations involved in the operation of certain power-driven bakery machines. Occupations involved in the operation of certain 	Leave Usage An employee is allowed to use earned sick and safe leave under the following conditions: • To care for or treat the employee's mental or physical illness, injury, or condition; • REV. 02/2022
	 Minors 14 – 15: *Non-school hours; *3 hours on any day when school is in session; 8 hours on any day when school is not in session *18 hours in a school week; 40 hours in any week when school is not in session; *May only work between the hours of 7:00am and 7:00pm. *May work until 9:00pm from June 1 until Labor Device 	 Domestic work performed in or about a home. Work performed in a business owned or operated by a parent or one standing in the place of a parent. Work performed by non-paid volunteers, in a charitable or non-profit organization, employed with the written consent of a parent or one standing in the place of a parent. Caddying on a golf course. Employment as an instructor on an instructional sailboat. 	 operation of any sawning, faither finit, stingle finit, or cooperage-stock mill. Occupations involved in the operation of power-driven woodworking machines. Occupations involved in the operation of elevators and other power-driven hoisting apparatus. Occupations involved in the operation of power-driven hoisting apparatus. Occupations involved in the operation of power-driven hoisting apparatus. Occupations involved in the operation of power-driven metal forming, punching, and shearing machines. Occupations involved in the operation of power-driven metal forming, punching, and shearing machines. Occupations involved in the operation of power-driven metal forming, punching, and shearing machines. 	WORKERS' COMPENSATION LA COMPENSACIÓN DEL TRABAJADOR en Maryland
	 The hours worked by a minor enrolled in a bona fide work-study or student-learner program when school is normally in session may not be counted towards the permissible hours of work prescribed above. *This is based upon a more restrictive Federal law. Minors 16 – 17: May spend no more than 12 hours in a combination of school hours and work hours each day. Must be allowed at least eight consecutive hours of non-work, non-school time in each 24-hour period 	 Manufacturing of evergreen wreaths in or about a home. Delivery of newspapers to the consumer. Work performed as a counselor, assistant counselor, or instructor in a youth camp certified under the Maryland Youth Camp Act. Hazardous work performed by non-paid volunteers of a volunteer fire department or company or volunteer rescue squad who have completed or are taking a course of study relating to firefighting or rescue and who are 16 years of age or older. 	 In addition to the hazardous occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of Labor and Industry, the following occupations are forbidden to all minors: Blast furnaces. Docks or wharves, other than marinas where pleasure boats are sold or served. Pilots, firemen, or engineers on any vessel or boat engaged in commerce. Railroads. Erection and repair of electrical wires. Any distillery where alcoholic beverages are manufactured, bottled, wrapped, or packed. 	Lob Related Accidental Personal Injury or Occupational Disease? If you are disabled and unable to work for more than three (3) days, your employer's workers' compensation insurance company may pay your medical bills and other expenses and replace two-thirds (2/3) of your salary (limited to the maximum set by law). Si used se encuentra incapacitado o inhabilitado para trabajar por más de tres días, el seguro de trabajadores que tienen las compañías pudiera cubrir las facturas médicas y otros gastos relacionados. También le comp-
	Special Permits Special permits may be issued to minors of any age to be employed as a model, performer, or entertainer. The applications and permits are available only from the Baltimore office of the Division of Labor and Industry (address below) or online at: www.labor.maryland.gov/labor/wages/empm.shtml	Federal Restrictions Employers are generally subject to both state child labor laws and the federal child labor provisions of the Fair Labor Standards Act (FLSA), 29 U.S.C. 212(c), and the FLSA regulations at 29 CFR Part 570. Certain provisions of Maryland state law may be less restrictive than federal law, and employers covered by the FLSA that only follow a less restrictive provision of Maryland state law will be in violation of federal law. See 29 U.S.C. 218(a). For more information on federal child labor law, please visit the U.S. Department of Labor's Wage and Hour Division Website at www.dol.gov/whd.	A minor may not be employed to transfer monetary funds in any amount between 8 p.m. and 8 a.m. or in any amount over \$100.00 between 8 a.m. and 8 p.m. unless that minor is the child of the owner or operator, or the funds have been received in payment of goods or services delivered by the minor. AREAS OF EMPLOYMENT RESTRICTED FOR MINORS 14 AND 15 YEARS OF AGE (1) Manufacturing, mechanical, or processing occupations including occupations in workrooms, workplaces, or storage areas where goods are manufactured or processed. (2) Operation, cleaning, or adjusting of any power-driven machinery other than office machines. (3) Occupations in, about, or in connection with (except office or sales work not performed on site): scaffolding lumberyard boats engaged in navigation or commerce dye arilroads ypublic messaging brickyard boixting apparatus occupations causing dust or gases in injurious quantities areas in injurious quantities areas vertice areas in injurious quantities areas in injurious quantities areas injurious quantities areas injurious quantities areas injurious quantities areas injurious quantities areas injurious quantities any occupation demonstration of persons or property areas injurious quantities areas injurious quantities <td> In Notify your employer or supervisor at once. You cannot receive full benefits unless your employer knows you are injured. I. Tell the doctor who treats you that you were hurt on the job. I. Tell the doctor who treats you that you were hurt on the job. I. Complete an Employee's Claim Form C-1 (available by phone or on the Commission's website) and send it to us as soon as possible. </td>	 In Notify your employer or supervisor at once. You cannot receive full benefits unless your employer knows you are injured. I. Tell the doctor who treats you that you were hurt on the job. I. Tell the doctor who treats you that you were hurt on the job. I. Complete an Employee's Claim Form C-1 (available by phone or on the Commission's website) and send it to us as soon as possible.
	MD	Departme	ent of Labor	3. Llenar el formulario Employee's Claim Form C-1 (disponible or return to work could prevent you from receiving benefits and may subject you taláfano). Dilinopriarle para que las eficinas del Werkers' Compensation le socible

teléfono). Diligenciarlo para que las oficinas del Workers' Compensation lo reciban lo antes posible.

Aviso: El suministrar información falsa u ocultar información sobre cualquier actividad relacionada con su trabajo o relacionada con su regreso al trabajo, pudiera afectar los beneficios que recibiera o pudiera acarrearle multas, encarcelamiento o ambas.

Maryland Workers' Compensation Commission 10 East Baltimore Street, Baltimore, Maryland 21202-1641 (410) 864-5100 / Outside Baltimore (800) 492-0479

Webpage - http://www.wcc.state.md.us / TTY Users - 711 in Maryland or (800) 735-2258 This notice must be printed on 8.5 "X 14" gold or yellow paper, display complete employer information and be posted in a conspicuous location at each work site or location in accordance with COMAR 14.09.01.02 and 14.09.01.10.

Safety and health protection on the job

Maryland Occupational Safety and Health Act - Private Sector

Equal Pay for Equal Work (Labor and Employment Article Title 3, Subtitle 3) (3) take any adverse employment action against an

(a) In this subtitle the following words have the employee for meanings indicated. (i) inquiring about the employee's wages or another (b)(1) "Employer" means employee's wages; (i) a person engaged in a business, industry, (ii) disclosing the employee's own wages; profession, trade, or other enterprise in the State; (iii) discussing another employee's wages if those (ii) the State and its units; wages have been disclosed voluntarily; (iii) a county and its units; and (iv) asking the employer to provide a reason for the (iv) a municipal government in the State employee's wages; or (2) "Employer" includes a person who acts directly or (v) aiding or encouraging another employee's indirectly in the interest of another employer with exercise of rights under this section. (b)(1) Subject to paragraph (2) of this subsection, an) "Gender identity" has the meaning stated in § employer may, in a written policy provided to each nplovee, establish reasonable workday limitations of 20–101 of the State Government Article (d)(1) "Wage" means all compensation for employment the time, place, and manner for inquiries about or the (2) "Wage" includes board, lodging, or othe discussion or disclosure of employee wages. §3-305 advantage provided to an employee for the (2) A limitation established under paragraph (1) of this subsection shall be consistent with standards convenience of the employer. adopted by the Commissioner and all other State \$3-302. This subtitle applies to an employer of both men and and federal laws. women in a lawful enterprise. (3) Subject to subsection (d) of this section, §3-303 limitations established under paragraph (1) of this subsection may include prohibiting an employe In addition to any powers set forth elsewhere, the ommissioner ma from discussing or disclosing the wages of another (1) use informal methods of conference, conciliation employee without that employee's prior permission. and persuasion to eliminate pay practices that are (c) Except as provided in subsection (d) of this section, unlawful under this subtitle: and the failure of an employee to adhere to a reasonable (2) supervise the payment of a wage owing to an limitation included in a written policy under subsection §3-306. employee under this subtitle. (b) of this section shall be an affirmative defense to a claim made against an employer by the employee (a) In this section, "providing less favorable employment under this section if the adverse employment action the reasonable limitation and not for an inquiry, a (1) assigning or directing the employee into a less favorable career track, if career tracks are offered, discussion, or a disclosure of wages in accordance with or position the limitation. (2) failing to provide information about promotions (d)(1) A prohibition established in accordance with or advancement in the full range of career tracks subsection (b)(3) of this section against the discussion or disclosure of the wages of another employee without offered by the employer; or (3) limiting or depriving an employee of that employee's prior permission may not apply to ment opportunities that would otherwise be §3-306.1. instances in which an employee who has access to the wage information of other employees as a part of the available to the employee but for the employee's sex employee's essential job functions if the discussion or gender identity (b)(1) An employer may not discriminate between or disclosure is in response to a complaint or charge nployees in any occupation by: or in furtherance of an investigation, a proceeding, (i) paying a wage to employees of one sex or hearing, or an action under this subtitle, including a gender identity at a rate less than the rate paid to investigation conducted by the employer. employees of another sex or gender identity if both (2) if an employee who has access to wage employees work in the same establishment and information as part of the essential functions of perform work of comparable character or work on the employee's job discloses the employee's own the same operation, in the same business, or of the wages or wage information about another employe §3-307. obtained outside the performance of the essential same type; or (ii) providing less favorable employment functions of the employee's job, the employee shall opportunities based on sex or gender identity. be entitled to all the protections afforded under this (2) For purposes of paragraph (1)(i) of this subtitle subsection, an employee shall be deemed to work (e) Nothing in this section shall be construed to: at the same establishment as another employee (1) require an employee to disclose the employee's if the employees work for the same employer at workplaces located in the same county of the State (2) diminish employees' rights to negotiate the terms and conditions of employment under federal (c) Except as provided in subsection (d) of this section subsection (b) of this section does not prohibit a State, or local law; variation in a wage that is based on: (3) limit the rights of an employee provided under (1) a seniority system that does not discriminate on any other provision of law or collective bargaining the basis of sex or gender identity (2) a merit increase system that does not (4) create an obligation on any employer or discriminate on the basis of sex or gender identity; employee to disclose wages; (5) permit an employee, without the written consent (3) jobs that require different abilities or skills; (4) jobs that require the regular performance of of an employer, to disclose proprietary information, trade secret information, or information that is different duties or services affected. (5) work that is performed on different shifts or at otherwise subject to a legal privilege or protected different times of day; by law; or (6) a system that measures performance based on a (6) permit an employee to disclose wage information quality or quantity or production; or to a competitor of the employer. (7) a bona fide factor other than sex or gender §3-304.2. identity, including education, training, or experience (A) On request, an employer shall provide to an in which the factor: pplicant for employment the wage range for the (i) is not based on or derived from a gender-based position for which the applicant applied. differential in compensation; B)(1) An employer may not (ii) is job related with respect to the position and (I) Retaliate against or refuse to interview, hire, or employe consistent with a business necessity; and employ an applicant for employment because the (iii) accounts for the entire differential. applicant 1. Did not provide wage history; or d) This section does not preclude an employee fron demonstrating that an employer's reliance on an 2. Requested the wage range in accordance with exception listed in subsection (c) of this section is a this section for the position for which the applicant retext for discrimination on the basis of sex or gende applied; and (II) Except a provided in paragraph (2) of this (e) An employer who is paying a wage in violation of subsection this subtitle may not reduce another wage to comply 1. Rely on the wage history of an applicant for employment in screening or considering the with this subtitle §3-304.1. applicant for employment or in determining the (a) An employer may not: wages for the applicant; or (1) prohibit an employee from: 2. Seek the wage history for an applicant for §3-308. (i) inquiring about, discussing, or disclosing the employment orally, in writing, or through an wages of the employee or another employee; or employee or an agent or from a current or former (ii) requesting that the employer provide a reason (2) After an employer makes an initial offer of for why the employee's wages are a condition of mployment with an offer of compensation to an (2) require an employee to sign a waiver or any other applicant for employment, an employer may: (I) Subject to paragraph (3) of this subsection, document that purports to deny the employee the right to disclose or discuss the employee's wages; or rely on the wage history voluntarily provided by MD **TO EMPLOYEES** YOUR EMPLOYER IS SUBJECT TO the Maryland Unemployment Insurance Law and pays taxes under this law. No deduction is made from your wages for this purpose. IF YOU ARE LAID OFF or otherwise become unemployed, immediately file a claim by callling the telephone number for he area in which you reside or you may file a claim on the internet at the web site address indicated below IF YOU ARE ELIGIBLE, you may be entitled to unemployment insurance benefits for as many as 26 weeks. IF YOU ARE WORKING LESS THAN FULL TIME, you may be eligible for partial benefits. If your regular hours of work have been reduced, promptly file a claim as instructed above, to determine your benefit rights. IF YOU HAVE BEEN FILING FOR BENEFITS AND RETURN TO WORK, you must report your gross wages before leductions during the week you return to work regardless of whether or not you have been paid YOU ARE ENTITLED TO BENEFITS IF: You are unemployed through no fault of your ow You have sufficient earnings in your Base Period You have registered for work and filed a claim for benefits with a Maryland Department of Labor claim center listed below You are able to work, available for work, and actively seeking work. To ensure prompt handling of your claim, it is necessary to have your Social Security number available. NOTE If you claim dependents under sixteen (16) years of age, you must know the Social Security number of each dependent when you file. If you do not know the Social Security numbers, you will be provided alified and will be subject to criminal prosecution with instructions on how to provide a copy of the dependents' birth certificates or other forms of proof of The Civil Rights Act of 1964 states that no person shall be discriminated against on the basis of race, color, religion, age,

dependence

301-313-8000

Phone Number To File A Claim

1-877-293-4125 (toll free)

IF YOU ARE TOTALLY OR PARTIALLY UNEMPLOYED CALL:

Calvert

Charles

Montgomery

Area Served

Prince Georges

St. Mary's

the applicant for employment to support a wage offer higher than the initial wage offered by the employer: or (II) Seek to confirm the wage history voluntarily provided by the applicant for employment to support a wage offer higher than the initial wage offered by the employe (3) An employer may rely on wage history under paragraph (2) of this subsection only if the higher wage does not create an unlawful pay differential based on protected characteristics under §3-304 of this subtitle. (C) This section may not be construed to prohibit an this subtitle; or applicant for employment from sharing wage history with an employer voluntarily. (a)(1) Each employer shall keep each record that the Commissioner requires on: (i) wages of employees; Commissione (ii) job classifications of employees; and (iii) other conditions of employment. (2) An employer shall keep the records required under this subsection for the period of time that the Commissioner requires. (b) On the basis of the records required under this of this subtitle. section, an employer shall make each report that the Commissioner requires. (a) On request of an employer, the Commissioner shall this section provide without charge a copy of this subtitle to the each place of employment a copy of this subtitle (c) The Commissioner, in consultation with the exceeding \$300. Maryland Commission on Civil Rights, shall develop educational materials and make training available to of §304.2. assist employers in adopting training, policies, and procedures that comply with the requirements of this (a) Whenever the Commissioner determines that this subtitle has been violated, the Commissioner shall: (1) try to resolve any issue involved in the violation informally by mediation; or (2) ask the Attorney General to bring an action or behalf of the applicant or employee (b) The Attorney General may bring an action under this section in the county where the violation alleged occurred for injunctive relief, damages, or other relief. (a)(1) If an employer knew or reasonably should have known that the employer's action violates § 3-304 of this subtitle, an affected employee may bring an action against the employer for injunctive relief and to recover the difference between the wages paid to employee of one sex or gender identity and the wages paid to employees of another sex or gender identity who do the same type work and an additional equal amount as liquidated damages (2) If an employer knew or reasonably should have known that the employer's action violates § 3-304.1 of this subtitle, an affected employee may bring an action against the employer for injunctive relief and to recover actual damages and an additional equal amount as liquidated damages (3) An employee may bring an action on behalf of the employee and other employees similarly (b) On the written request of an employee who is entitled to bring an action under this section, the Commissioner may (1) take an assignment of the claim in trust for the contact (2) ask the Attorney General to bring an action in accordance with this section on behalf of the employee; and (3) consolidate 2 or more claims against an (c) An action under this section shall be filed within 3 years after the employee receives from the employer the wages paid on the termination of employment under § 3-505(a) of this title. (d) The agreement of an employee to work for less than the wage to which the employee is entitled under this subtitle is not a defense to an action under this section (e) If a court determines that an employee is entitled to judgment in an action under this section, the court shall allow against the employer reasonable counsel fees and other costs of the action, as well as prejudgment interest in accordance with the Maryland Rules. (a) An employer may not (1) willfully violate any provision of this subtitle; (2) hinder, delay, or otherwise interfere with the Commissioner or an authorized representative of the Commissioner in the enforcement of this subtitle; (3) refuse entry to the Commissioner or an authorized representative of the Commissioner in

a place of employment that the Commissioner is authorized under this subtitle to inspect; or (4) discharge or otherwise discriminate against an employee or applicant for employment because the employee or applicant for employment (i) makes a complaint to the employer, the Commissioner, or another person; (ii) brings an action under this subtitle or a proceeding that relates to the subject of this subtitle or causes the action or proceeding to be brought; or (iii) has testified or will testify in an action under this subtitle or a proceeding that relates to the subject of 5) Violate §3–304.2 of this subtitle. (b) An employee or an applicant for employment may (1) make a groundless or malicious complaint to the Commissioner or an authorized representative of the (2) in bad faith, bring an action under this subtitle (3) in bad faith, bring a proceeding that relates to the subject of this subtitle: or (4) in bad faith, testify in an action under this

EMPLOYERS ARE REQUIRED BY LAW TO POST THIS INFORMATION

CONSPICUOUSLY

THIS IS A SUMMARY OF THE LAW. TO ENSURE COMPLIANCE, CONSULT A

LEGAL ADVISOR

PENALTIES ARE PRESCRIBED FOR VIOLATIONS OF THE LAW

REV. 6/2023

subtitle or a proceeding that relates to the subject (c) The Commissioner may bring an action for injunctive relief and damages against a person who violates subsection (a)(1), (4) or subsection (b)(1), (3), or (4) of (d)(1) Except as provided in paragraph (2) of this subsection, an employer who violates any provision (3) of this see misdemeanor and on conviction is subject to a fine not (2) (i) This paragraph does not apply to a violation (ii) If an employer is found to have violated this subtitle two or more times within a 3-year period, the Commissioner or a court may require the employer to pay a civil penalty equal to 10% of the amount of damages owed by the employer (iii) Each civil penalty assessed under this paragraph shall be paid to the General Fund of the State to offset the cost of enforcing this subtitle. (E)(1) If the Commissioner determines that a employer has violated §3-304.2 of this subtitle, the (I) shall issue an order compelling compliance; and (II) may, in the Commissioner's discretion 1. for a first violation, issue a letter to the employer compelling compliance 2. for a second violation, assess a civil penalty of up to \$300 for each applicant for employment for whom the employer is not in compliance; or 3. for each subsequent violation, assess a civil penalty of up to \$600 for each applicant for employment for whom the employer is not in compliance if the violation occurred within 3 years after a previous determination that a violation had occurred. (2) In determining the amount of the penalty, if sessed, the Commissioner shall consider (I) the gravity of the violation' (II) the size of the employer's business; (III) the employer's good faith; and (IV) the employer's history of violations under this subtitle. (3) If the Commissioner assesses a penalty under paragraph (1)(II) of this subsection, the penalty shall be subject to the notice and hearing requirements of Title 10, Subtitle 2 of the State Government Article. For additional information or to file a complaint, please FOR MORE INFORMATION CONTACT: DEPARTMENT OF LABOR **DIVISION OF LABOR AND INDUSTRY EMPLOYMENT STANDARDS SERVICE** 10946 GOLDEN WEST DRIVE, SUITE 160 - HUNT VALLEY, MD 21031 PHONE: 410-767-2357 REV. 02/2022 SOLICITUD DE BENFEICIOS INSIDE THE STATE OF MARYLAND **OUTSIDE THE STATE O** DEL DESEMPLEO PARA (DENTRO DEL ESTADO DE MARYLAND LA POBLACIÓN DE HABI F (FUERA DEL ESTADO D MARYLAND) Maryland Relay Dial 711 MARYLAND) 301-313-8000 TTY-1-800-735-2258 TTY: 1-800-735-2258 Speech to Speech: 1-800-785-5630 Para Relevos en Speech to Speech: Maryland presione 711 d 1-800-785-5630 1-800-877-1264 (U.S.) Para Relevos en Maryland presione 1-800-877-1264 (U.S.) TO FILE A CLAIM VIA THE INTERNET: www.mdunemployment.com IMPORTANT NOTICE Unemployment insurance is intended for persons who are unemployed through no fault of their own and who are ready, willing and able to work. Persons who receive benefits through false statements or fail to report ALL earnings will be

sex, or national origin. If you feel you have been discriminated against in the unemployment insurance process because of any of these factors, you may file a complaint with the Office of Fair Practices, 1100 North Eutaw Street, Room 613,

MARYLAND DEPARTMENT OF LABOR - DIVISION OF UNEMPLOYMENT INSURANCE

THIS CARD MUST BE POSTED IN A CONSPICUOUS PLACE

Maryland Department of Labor - Employment Article, Title 8, Sec. 8-603

ore, Maryland 2120

DITR/DUI 328

Employer/Empleador

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cause: and

PUB/DUI 6116

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Business Address/Dirección

City/State/Zip Ciudad/Estado/Código Postal Federal Employer ID (FEIN) Indentificación Federal Del Empleado Telephone Number/Número Telefónico ———

Insurance Company Telephone Telefónico de la Compañía de Seguro

Insurance Company Name

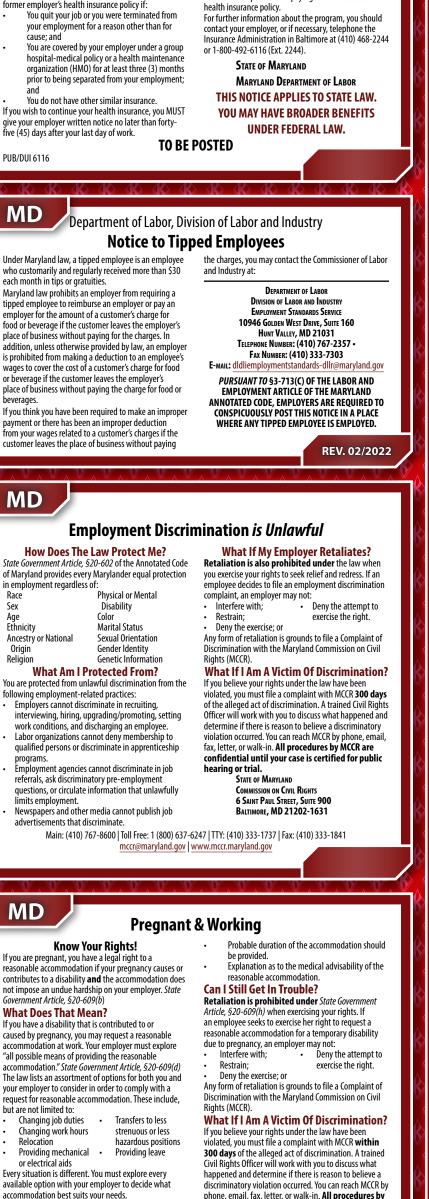
MD WCC Form C-24 05/2017

TO BE POSTED HEALTH INSURANCE COVERAGE

You and other members of your family may be eligible IMPORTANT: under Maryland law to continue to be covered by your ible for paying the entire cost of the

to fines, imprisonment or both.

Claim Form C-1 (disponible ensation o solicitándo uno por



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The Maryland Occupational Safety and Health Act of 1973 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the State. Requirements of the Act include the following:

Each employer shall furnish to each of his or her employees employment and a place of employment free from recognized hazards that are **Employers:** causing or are likely to cause death or serious harm to employees; and shall comply with occupational safety and health standards issued under the Act.

Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply **Employees:** to his or her own actions and conduct on the job.

> The Commissioner of Labor and Industry has the primary responsibility for administering the Act and issuing occupational safety and health standards. MOSH Safety and Health Inspectors conduct jobsite inspections to ensure compliance with the Act.

Inspection: The Act requires that a representative authorized by the employees be given an opportunity to accompany the MOSH Inspector for the purpose of aiding the inspection.

> Where there is no authorized employee representative, the MOSH Inspector shall consult with a reasonable number of employees concerning safety and health conditions in the workplace.

Employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe **Complaint:** or unhealthful conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request. The Act provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights under the Act.

> An employee who believes he or she has been discriminated against may file a complaint with the Commissioner and/or the Federal Occupational Safety and Health Administration Regional Office within 30 days of the alleged discrimination.

If upon an inspection the Commissioner believes an employer has violated the Act, a citation alleging such violations shall be issued to the Citation: employer. Each citation shall specify a time period within which the alleged violation must be corrected.

> The MOSH citation must be prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn employees of dangers that may exist there.

The Act provides for mandatory civil penalties against employers of up to \$7,000 for each serious violation and for optional penalties of up to \$7,000 for each nonserious violation. Civil penalties of up to \$7,000 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Act may be assessed civil penalties of up to \$70,000 for each such violation.

Criminal penalties are also provided for in the Act. Any willful violation resulting in death of an employee, upon conviction, is punishable by a fine of not more that \$10,000 or by imprisonment for not more than six months, or by both. Conviction of an employer after a first conviction doubles these maximum penalties.

While providing penalties for violation, the Act also encourages efforts by labor and management to reduce injuries and illnesses arising out Voluntary of employment. The Commissioner of Labor and Industry encourages employers and employees to reduce workplace hazards voluntarily and **Activity:** to develop and improve safety and health programs in all workplaces and industries.

> Such cooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors. There are many public and private organizations that can provide information and assistance in this effort, if requested.

ADDITIONAL INFORMATION AND COPIES OF THE ACT, SPECIFIC MARYLAND OCCUPATIONAL SAFETY AND HEALTH STANDARDS AND OTHER APPLICABLE REGULATIONS MAY BE OBTAINED FROM

Mosh Training and Education 10946 GOLDEN WEST DRIVE, SUITE 160 HUNT VALLEY, MARYLAND 21031 PHONE: 410-527-2091

