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# LaborLawCenter.com 1-800-745-9970 • Product ID: ME50



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# **EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL**

Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

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<ul> <li>Who is Protected?</li> <li>Employees (current and former), including managers and temporary employees</li> <li>Job applicants</li> <li>Union members and applicants for membership in a union</li> <li>What Organizations are Covered?</li> <li>Most private employers</li> <li>State and local governments (as employers)</li> <li>Educational institutions (as employers)</li> <li>Unions</li> <li>Staffing agencies</li> <li>What Types of Employment Discrimination are Illegal?</li> <li>Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:</li> <li>Race</li> <li>Color</li> <li>Religion</li> <li>National origin</li> <li>Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)</li> <li>Age (40 and older)</li> <li>Disability</li> </ul>	<ul> <li>Retaliation for filing a charge, reasonabdiscrimination, or participating in a disclawsuit, investigation, or proceeding</li> <li>Interference, coercion, or threats relaterights regarding disability discrimination accommodation</li> <li>What Employment Practices can be Cline Cli</li></ul>
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• Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or oly opposing participating in an investigation or proceeding ed to exercising Conduct that coerces, intimidates, threatens, or interferes ion or pregnancy with someone exercising their rights, or someone assisting or encouraging someone else to exercise hallenged as rights, regarding disability discrimination (including accommodation) or pregnancy accommodation What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time mits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways: Submit an inquiry through the EEOC's public portal: odation for https://publicportal.eeoc.gov/Portal/Login.aspx elated medical Call 1-800-669-4000 (toll free) 1-800-669-6820 (TTY) 1-844-234-5122 (ASL video phone) Visit an EEOC field office (information at www.eeoc.gov/field-office) E-Mail info@eeoc.gov

## EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of enforces the nondiscrimination and affirmative action commitments of companies 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on authorities should contact immediately: nquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. Disability Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified

individuals with disabilities from discrimination in hiring, promotion, discharge, pay, inge benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

doing business with the Federal Government. If you are applying for a job with, or are an requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans. Retaliation Retaliation is prohibited against a person who files a complaint o

Additional information about the EEOC,

including information about filing a charge of

discrimination, is available at www.eeoc.gov.

discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's The Office of Federal Contract Compliance Programs (OFCCP)

U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a ndividual with a disability who is an applicant or employee, barring undue hardship to question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling the employer. Section 503 also requires that Federal contractors take affirmative action an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact.

### PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Title IX of the Education Amendments of 1972 prohibits employment discrimination on the receives Federal financial assistance, you should immediately contact the Federal basis of sex in educational programs or activities which receive Federal financial assistance.

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits amended, prohibits employment discrimination on the basis of disability in any mination on the basis of race, color or national origin in programs or activities receiving program or activity which receives Federal financial assistance. Discrimination Federal financial assistance. Employment discrimination is covered by Title VI if the primary prohibited in all aspects of employment against persons with disabilities who, with or objective of the financial assistance is provision of employment, or where employment without reasonable accommodation, can perform the essential functions of the job. If uses or may cause discrimination in providing services under such programs. you believe you have been discriminated against in a program of any institution which

# EMPLOYEE FREEDOM OF SPEECH

### An Act to Protect Employee Freedom of Speech

Be it enacted by the People of the State of Maine as follows Sec. 1. 26 MRSA §600-B is enacted to read: §600-B. Adverse action against employee concerning certain religious or political

matters prohibited . Definitions. As used in this section, unless the context otherwise indicates, the ollowing terms have the following meanings.

A. "Political matters" means matters relating to elections for political office, political parties, proposals to change legislation, proposals to change rules or regulations, proposals to change public policy and the decision to join or support any political party or political, civic, community, fraternal or labor organization.

political matters; or

C. The employee, or a person acting on behalf of the employee, makes a good faith report, orally or in writing, of a violation or a suspected violation of this section. 3. Enforcement. An aggrieved employee may bring a civil action to enforce this section no later than 90 days after the date of the alleged violation in the Superior Court for the county where the violation is alleged to have occurred or where the principal office of the employer is located. The court may award a prevailing employee all appropriate relief, including injunctive relief, reinstatement to the employee's former position or an equivalent position, back pay and reestablishment of any employee benefits, including seniority, to which the employee would otherwise have been

# VIDEO DISPLAY TERMINALS

# VIDEO DISPLAY TERMINALS

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

Video Display Terminals MRSA Title 26 §251.

MAINE

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1. Bureau. "Bureau" means the Department of Labor, Bureau of Every employer shall establish an education and training program Labor Standards. for all operators as provided in this section.

- 2. Employ. "Employ" means to employ or permit to work.
- 3. Employee. "Employee" means any person engaged to work on a steady or regular basis as an operator by an employer located or doing business in the State.
- 4. Employer. "Employer" means any person, partnership, firm, association or corporation, public or private that uses 2 or more terminals at one location.

5. Operator. "Operator" means any employee whose primary task is to operate a terminal for more than four consecutive hours, exclusive of breaks, on a daily basis.

6. Terminal. "Terminal" means any electronic video screen data presentation machine, commonly called video display terminals.

For full text of the statute visit MRSA Title 26 §251, 252.

If you have questions about working safely at the computer, speak to your supervisor or contact the Maine Department of Labor Bureau of Labor Standards Tel: 1-877-SAFE-345 (1-877-723-3345)

> TTY users call Maine Relay 711. Web site: www.maine.gov/labor/bls Email: bls.mdol@maine.gov

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

# PAYDAY NOTICE

# **Regular Paydays for Employees of**

(Company Name, Shall be as follows: Weekly



# WITHHOLDING STATUS

## YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed form W-4 with your employer did you... Marry or divorce? Gain or lose a dependent? Change your name?

See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS web site.

**Employer:** Please post or publish this Bulletin Board Poster so that you

employees will see it. Please indicate where they can get forms and

Basic eligibility requirements Earnings during the base period:

quarters. To establish a claim, an individual must have earned two

times the annual average weekly wage in Maine in each of two

different calendar guarters, and a total of six times the annual.

average, weekly wage in Maine in the whole base period. In most

cases, the Department of Labor has your wage information on file.

Separation: If you were laid off from your last job due to a lack of

work, no additional investigation is required. If you separated from

your last job for reasons other than lack of work, you will be

scheduled for a fact-finding interview. A determination will then

Weekly requirements: Weekly eligibility requirements include

being able to work and being available for work, making an

active search for work (unless your work search has been

"waived"), not refusing offers of suitable work or referral to

Aliens: If you are not a U.S. Citizen, your Social Security Number

and/or your Alien Permit number will be checked with the United

Unemployment benefits are taxable: Unemployment benefits

are taxable and have to be reported when you file your income

Child support: If you owe child support that you pay to the

Department of Health and Human Services (DHHS), up to fifty

percent (50%) of your unemployment check may be withheld and

Benefits for partial unemployment: An employer shall issue a

properly completed partial unemployment claim form to each

employee who is customarily employed full-time and who is given

Me. I-1 (rev. 11/2019)

If it is not on file, the Department will take steps to obtain it.

be made regarding your eligibility for benefits.

suitable job opportunities from the CareerCenters.

States Citizenship and Immigration Services.

Publication 213

(Rev. 8-2009) Cat. No. 11047P

FMLA - FAMILY AND MEDICAL LEAVE ACT

## Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that You **do not have to share a medical diagnosis** but must provide enough information orovides eligible employees with **job-protected leave** for qualifying family and medical to your employer so they can determine whether the leave qualifies for FMI A protection. You must also inform your employer if FMLA leave was previously taken or reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the approved for the same reason when requesting additional leave FMLA for most employees Your employer may request certification from a health care provider to verify medical Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period

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

Your serious mental or physical health condition that makes you unable to work. To care for your spouse, child or parent with a serious mental or physical health condition, and

Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember. n eligible employee who is the spouse, child, parent or next of kin of a covered

servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicer You have the right to use FMLA leave in one block of time. When it is medically

necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to

use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave. m I eligible to take FMLA leave? You are an eligible employee if all of the following

## You work for a covered employer,

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

your leave, and our employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different "hours of service" requirements. You work for a **covered employer** if **<u>one</u> of the following applies:** You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,

You work for an elementary or public or private secondary school, or You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management ow do I request FMLA leave? Generally, to request FMLA leave you must:

Follow your employer's normal policies for requesting leave, Give notice at least 30 days before your need for FMLA leave, or If advance notice is not possible, give notice as soon as possible. leave and may request certification of a qualifying exigency. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. state employees may be subject to certain limitations in pursuit of direct lawsuits

regarding leave for their own serious health conditions. Most federal and certain sional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress What does my employer need to do? If you are eligible for FMLA leave, your

employer must: • Allow you to take job-protected time off work for a qualifying reason, Continue your group health plan coverage while you are on leave on the same basis

as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation. After becoming aware that your need for leave is for a reason that may gualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify

you in writing: • About your FMLA rights and responsibilities, and

 How much of your requested leave, if any, will be FMLA-protected leave. Where can I find more infor Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights

under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the OR code to learn about



SCAN ME

WH1420 REV 04/23

UNITED STATES DEPARTMENT OF LABOR

# SEXUAL HARASSMENT ACT

## THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION SEXUAL HARASSMENT ON THE JOB IS ILLEGAL

OR CONTACT YOUR PERSONNEL DEPARTMENT:

 UNWELCOME SEXUAL ADVANCES SUGGESTIVE OR LEWD REMARKS UNWANTED HUGS, TOUCHES, KISSES  REQUESTS FOR SEXUAL FAVORS RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT

our WHD complaint process.

IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT:

MAINE HUMAN RIGHTS COMMISSION - 51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051 Phone: (207) 624-6290 - Fax: (207) 624-8729 • TTY: MAINE RELAY 711 • www.maine.gov/mhrc

DEPARTMENT / AGENCY CONTACT

Printed under appropriation: 01094H1010012 (102012 REV)

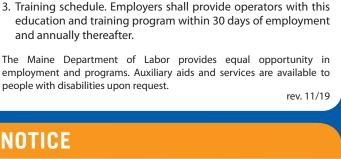
# WHISTLEBLOWER'S PROTECTION ACT

# WHISTLEBLOWER'S PROTECTION ACT

# Protection of Employees Who Report or Refuse to Commit Illegal Acts

LABOR This poster describes some important parts of the law. A copy of the actual law or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards by calling 207-623-7900. (The laws are also on the Bureau's web site.)

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



Education and training MRSA Title §252.

1. Requirements. An employer's education and training program must be provided both orally and in writing, except that an employer that uses fewer than 5 terminals at one location may

The program must include, at a minimum:

and pertinent data on terminal use.

A. Notification of the rights and duties created under this subchapter by posting in a prominent location in the workplace a copy of this subchapter.

provide the education and training program in writing only.

B. An explanation or description of the proper use of terminals and the protective measures that the operator may take to avoid or minimize symptoms or conditions that may result from extended or improper use.

C. Instruction related to the importance of maintaining proper

adjustable work station equipment used by the operator.

2. Literature; clearinghouse. The bureau shall recommend

to employers, for use in education and training programs,

occupational safety literature that provides appropriate, current

posture during terminal operation and a description of methods

to achieve and maintain this posture, including the use of any

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"Religious employer" means a church or convention or association of churches or an organization that is operated primarily for religious purposes and that is operated, supervised, controlled or principally supported by a church or convention or association of churches. "Religious matters" means matters relating to religious belief, affiliation and practice

and the decision to join or support any religious organization or association. Adverse action prohibited. An employer or the employer's agent, representative or designee may not discharge, discipline or otherwise penalize or threaten to discharge, discipline or otherwise penalize or take any adverse employment action against an emplovee because:

 The employee declines to attend or participate in an employer-sponsored meeting, or any portion of such a meeting, that communicates the opinion of the employer about religious or political matters;

The employee declines to receive or listen to a communication from the employer or

the agent, representative or designee of the employer, or any portion of such a communication, that communicates the opinion of the employer about religious or **<u>6. Exemption.</u>** This section does not apply to a religious employer.

eligible if the violation had not occurred and any other appropriate relief as cons necessary by the court. 4. Notice. Within 30 days after the effective date of this section, an employer subject to

this section shall post and keep posted a notice of employee rights under this section where employee notices are customarily placed. 5. Communications and rights not affected. This section does not:

A. Prohibit communications of information that the employer is required by law to communicate, but only to the extent of the lawful requirement; B. Limit the rights of an employer or its agent, representative or designee to conduct

meetings involving religious matters or political matters as long as attendance is wholly voluntary or to engage in communications as long as receipt or listening is wholly voluntary; or C. Limit the rights of an employer or its agent, representative or designee from communicating to its employees any information that is necessary for such

employees to perform their lawfully required job duties.

# **EMPLOYEE POLYGRAPH PROTECTION ACT**

of employment.

ROHIBITIONS 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 est or for exercising other rights under the Act.

law does not apply to tests given by the Federal Government to certain private individuals detector) tests to be administered in the private sector, subject to restrictions, to certain JOB APPLICANTS CAN READILY SEE IT. prospective employees of security service firms (armored car, alarm, and guard), and of harmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are easonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) hat resulted in economic loss to the employer. The law does not preempt any provision

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course with respect to lie detector tests. **EXAMINEE RIGHTS** 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 persons. ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the – assess civil penalties against violators. Employees or job applicants may also bring their

own court actions. engaged in national security-related activities. The Act permits polygraph (a kind of lie THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND



# MAINE MINIMUM WAGE

# MINIMUM WAGE Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine

MAINE DEPARTMENT OF Department of Labor administers the laws, which all employers must follow. Department LABOR representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply. Bureau of Labor Standard

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

# Minimum Wage is \$14.15 per hour effective January 1, 2024 **Exemptions from Overtime**

# Minimum Wage

is automatically covered by state law. This includes all public and private Labor Standards Act (FLSA). The new minimum salary requirement will be employers regardless of profit or size. Effective January 1, 2024, the minimum \$816.35 per week as of January 1, 2024. Salary is only one factor in determining wage in Maine is \$14.15 per hour.

## Municipal Minimum Wage Ordinances

Employers with employees who work in Bangor and/or Portland or any other municipality that passes a local minimum wage ordinance, may be subject to additional regulations and should check with municipal officials.

### Service Employee

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

## **Overtime**

Unless specifically exempted, employees must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half their regular rate of pay. Employers have the right to allow or deny overtime, Minimum Wage Guidance but if overtime is worked, it must be paid in accordance with state requirements. www.maine.gov/labor/labor laws/minimum wage faq.html Compensatory or "comp" time cannot be used by private-sector employers, legislature.maine.gov/statutes/26/title26sec664.html although private-sector employers can allow employees to flex their time within the workweek (but not the pay period if the pay period is longer than a seven day cycle in the workweek).

## For more information, contact:

Maine Department of Labor Bureau of Labor Standards 45 State House Station, Augusta, Maine 04333-0045 Telephone: 207-623-7900 TTY users call Maine Relay 711. Web site: www.maine.gov/labor/bls Email: bls.mdol@maine.gov

Under Maine labor laws, any business operating in the state with one employee Maine statutes incorporate by reference the salary requirements under the Fair whether a worker is exempt from overtime under federal or state law. The duties of each worker must be considered as part of this analysis. Failure to adhere to both requirements—meeting the duties test and the weekly salary threshold— are violations of state law and potentially federal law depending on the discrepancies in the laws.

### Statements to Employees

Every employer shall give to each employee with the payment of wages a statement clearly showing the date of the pay period, hours worked, total earnings and itemized deductions.

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

### **Overtime Guidance**

www.maine.gov/labor/labor\_laws/overtime.html egislature.maine.gov/statutes/26/title26sec664.html

\*Note: Maine employers may also be covered under the federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 603-666-7716.

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

• No more than 8 hours in any one day (weekend, holiday, vacation

• Not more than 18 hours in a week that school is in session one or

• No more than 10 hours in any one day (weekend, holiday, vacation, or

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

No more than 24 hours in a week, except may work 50 hours any week

that approved school calendar is less than three days or during the first

FOR DATES OF INJURY ON AND

AFTER JANUARY 1, 2020

• On last day of school week, may work up to 8 hours.

• Not more than 40 hours in a week (school must be out entire week).

• No more than 3 hours on a school day, including Friday.

• Cannot work after 10:15 p.m. the night before a school day.

Can work up to midnight when there is no school the next day.

Work Hours 16 and 17 year olds (enrolled in school)

Cannot work before 7 a.m. on a school day.

Cannot work before 5 a.m. on a non-school day.

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request. rev. 12/23 Were there major changes to... • Your nonwage income (interest, dividends, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)?

return, you may need to file a new form W-4.

MAINE

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rev. 11/19

مترجمون شفهيون متيشرون لخدمتكم

عند إتصالكم للمساعدة أو لطلب خدمة معيّنة نرجو منكم أن تتكروا

(i-رَ-بِ-ك ·)ونحن سنقدَم لكم مترجما شفهيا . ابقوا على الغط من

را که بدان صحبت می کنید به انگلیسی ذکر کنید تا

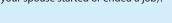
راجع به امري به ما تلفن مي كنيد، لطفاً نام زباني

قطع نكنيد. هنگاميكه براي درخواست كمك يا

با يک مترجم براي

افراد مترجم در دسترس مي باشند

**DIRICO** 



Your itemized deductions?

• Your tax credits? If you can answer "YES"...



information on this subject.

Internal Revenue Service www.irs.gov

# UNEMPLOYMENT INSURANCE

# Maine Employment Security Law

DEPARTMENT OF This poster is designed to notify individuals of their rights regarding the filing of claims for Ň LABOR unemployment benefits. It does not have the force or effect of law. For more information, call 1-800-593-7660 toll free.

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

## **Full- and Part-Time Workers**

How to file a claim for unemployment benefits

All new and reactivated claims for unemployment benefits are filed The "base period" is a one-year period that includes four calendar either online, telephone or by mail. Do not delay in filing your claim once you are out of work. Claims cannot be backdated. When filing, you will need to know your Social Security Number, Also, you should have the names and addresses of all employers for whom

you worked, and your dates of employment in the last 18 months. To file online: www.maine.gov/reemployme

## This is the fastest, easiest way to file.

**To file by phone:** 1-800-593-7660 TTY Users Call Maine Relay 711.

All individuals filing for Unemployment Insurance benefits are required by law to be registered with the Maine JobLink. Visit www.mainecareercenter.gov to access Maine JobLink. We provide language interpreter services in approximately

140 commonly spoken languages. Arrangements will be made to have an interpreter assist you when you call the Unemployment Claims Center.

To claim by mail: In some cases, your employer will give you a claim form. Mail your initial claim form to the Unemployment Claims Center listed below.

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

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

less than full-time hours during a week due to lack of work, and The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities who is not separated from that employer. upon request.

HUMAN RIGHTS ACT

# **EQUAL OPPORTUNITY IS THE LAW**

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

tax forms.

sent to DHHS.

race, color, sex, sexual orientation, age, physical or mental Whistleblowers' Protection Act, to: disability, genetic information, religion, ancestry or national origin. The Maine Human Rights Act also prohibits discrimination because of filing a claim or asserting a right against a prior employer under the Workers' Compensation Act or retaliation under the Whistleblowers' Protection Act.

EQUAL EMPLOYMENT RIGHTS The opportunity for an individual to secure employment without discrimination because of race. color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin is a civil right.

UNLAWFUL EMPLOYMENT DISCRIMINATION It is unlawful employment discrimination for any employer, because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin, or because of an individual's previous assertion of a claim or right against a prior employer under the Workers' Compensation Act, or

The Maine Human Rights Act prohibits discrimination because of because of previous actions taken that are protected under the

· Fail or refuse to hire or otherwise discriminate against an applicant for employment.

• Discharge an employee or discriminate with the respect to hire, tenure, promotion, transfer, compensation, terms, conditions or privileges of employment.

· Retaliate against a person who has filed a charge of discrimination, participated in a discrimination proceeding, or opposed a violation of the Maine Human Rights Act.

IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT: MAINE HUMAN RIGHTS COMMISSION

51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051 PHONE (207) 624-6290 FAX (207) 624-8729 TTY 1-888-577-6690

> www.maine.gov/mhrc Printed under appropriation: 01094H1010012 (2011 REV)

FEDERAL MINIMUM WAGE

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

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

# It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because:

1. You reported a violation of the law;

- 2. You are a healthcare worker and you reported a medical error; 3. You reported something that risks someone's health or safety;
- 4. You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it: or
- 5. You have been involved in an investigation or hearing held by the government.

## You are protected by this law ONLY if:

MAINE

DEPARTMENT OF

- 1. You tell your boss about the problem and allow a reasonable time for it to be corrected; or
- 2. You have good reason to believe that your boss will not correct the problem.

To report a violation, unsafe condition or practice or an illegal act in your workplace, contact:

(This information should be filled in by the employer)

(Name)	(Title)	(Location or Phone)		
For more information or to file a complaint under this law, contact:		contact:		
	The Maine Human Rights Commission			
	51 State House Station			
	Augusta, Maine 04333			
	Tel: 207-624-6290			
	TTY users call Maine Relay 711			
	www.Maine.gov/mhrc			
The follow	The following agencies may provide useful information on workplace safety and labor laws:			
	Maine Department of Labor			
U.S. Department of Labo	or Bureau of Labor Standards			
Wage and Hour Division	n 45 State House Station	U.S. Department of Labor/OSHA		
P.O. Box 554	Augusta, Maine 04333-0045	40 Western Avenue		
Portland, Maine 04112 <b>Tel: 207-780-3344</b> www. dol.gov	Tel: 207-623-7900	Augusta, Maine 04330		
	TTY users call Maine Relay 711.	Tel: 207-626-9160		
	Web site: www.maine.gov/labor/bls	www. osha.gov		
	Email: bls mdol@maine.gov			

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

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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

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

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

you return to work or apply for reemployment in a timely manner after conclusion

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

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

If you: • are a past or present member of the uniformed service; • have applied for

membership in the uniformed service: or • are obligated to serve in the uniformed

service; then an employer may not deny you: • initial employment; • reemployment;

retention in employment; • promotion; or • any benefit of employment, because

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

requirement by displaying the text of this notice where they customarily place notices for employees.

**OSHA**<sup>®</sup>

Occupational Safety

U.S. Department of Justice

proceeding under USERRA, even if that person has no service connection.

.S. Department of Labor

1-866-487-2365

**IGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION** 

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities rev. 11/19

• If you leave your job to perform military service, you have the right to elect to

continue your existing employer-based health plan coverage for you and your

• Even if you don't elect to continue coverage during your military service, you have

the right to be reinstated in your employer's health plan when you are reemployed,

• The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is

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

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

• 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

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

authorized to investigate and resolve complaints of USERRA violations.

generally without any waiting periods or exclusions (e.g., pre-existing condition

# **USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT**

Email: bls.mdol@maine.gov

# **YOUR RIGHTS UNDER USERRA**

perform service in the uniformed service and:

REEMPI OYMENT RIGHTS

with that particular employer;

other than honorable conditions.

some cases, a comparable job.

1/16

your service:

of service: and

of this status.



Publication Date — May 2022

Employer Support Of The Guard And Reserve 1-800-336-4590

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

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

**OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT** 

HEALTH INSURANCE PROTECTION

**ENFORCEMENT** 

dependents for up to 24 months while in the military.

exclusions) except for service-connected illnesses or injuries.

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

Counsel, as applicable, for representation.

for violations of USERRA.

Office of Special Counsel

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

Job Safety and Health IT'S THE LAW!



MAINE Child Labor Laws of the State of Maine provide protection for people under the age of 18 in both agricultural and nonagricultural jobs. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply. This poster describes some important parts of the laws. A copy of the actual laws and formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling (207) 623-7900. (The laws are also on the Bureau website.)

CHILD LABOR LAWS

**CHILD LABOR LAWS** 

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

When School <u>Is Not</u> in Session

No more than 6 days in a row.

When School <u>Is Not</u> in Session

When School <u>Is</u> in Session

Notice to Employees: State law requires your employer to provide workers' compensation insurance for its

employees. Workers' compensation insurance provides benefits to employees who are injured at work. If you are injured

at work, NOTIFY YOUR EMPLOYER AT ONCE. You may lose your right to receive benefits unless your employer is notified

within 60 days of your injury. Your claim is also subject to a two year statute of limitations. Worker advocates are available

at the Workers' Compensation Board to help injured workers. It is against the law for employers to misclassify employees

as independent contractors for the purposes of avoiding workers' compensation insurance, unemployment coverage, or

other employer paid taxes and withholdings. For more information on laws pertaining to the hiring of independent

contractors, visit the Worker Misclassification Task Force website at www.maine.gov/labor/misclass. If you have any

A l'intention des Employes: D'après les lois de l'Etat du Maine, votre employeur est tenu de souscrire à une assurance

indemnisant ses employés victimes d'un accident du travail. Si vous êtes victime d'un accident du travail, PREVENEZ

VOTRE EMPLOYEUR IMMEDIATEMENT. Passé un délai de 60 jours, vous risquez de perdre vos droits à l'indemnisation.

Au-delà de deux ans, votre déclaration n'est plus recevable. Pour aider les victimes d'un accident du travail, le

Workers'Compensation Board met des conseillers juridiques à leur disposition. La loi interdit aux employeurs de classifier

fallacieusement leurs salariés comme étant des contractants privés aux fins d'échapper a l'assurance compensatrice-

employé, aux indemnités de chômage, ou aux autres charges et retenues dues par employeur. Pour plus de détails sur la

législation relative a l'utilisation des services privés, visitez le site internet de Worker Misclassification Task Force (Unité

anti-fraude en matière de classification des salariés) : www.maine.gov/labor/misclass. Si vous n'êtes pas sûr de vos droits,

Aviso a los Trabajadores: La ley del estado de Maine requiere que su empresario proporcione el seguro de

compensaciones para el trabajador a todos los trabajadores. El seguro de compensaciones para el trabajador proporciona

beneficios a los trabajadores accidentados en el trabajo. En caso de sufrir accidente o daño laboral, NOTIFÍQUELO

INMEDIATAMENTE A SU EMPRESARIO. Podría perder el derecho a recibir compensación a menos que su empresario sea

notificado de este accidente o daño en el plazo de 60 días. Así mismo esta reclamación debe hacer referencia a un

accidente o daño que no hava ocurrido hace más de dos años. Los defensores del trabajador están disponibles para

proporcionar ayuda a los trabajadores accidentados en el Consejo de Administración de Compensaciones para el

Trabajador (Workers' Compensation Board). El hecho de no clasificar a los empleados como contratistas independientes.

con el propósito de evitar el seguro por compensación al trabajador, cobertura para desempleados, ú otros impuestos

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

pertenecientes a la contratación de contratistas independientes, visite el Worker Misclassification Task Force en la página

通訳を必要とされる場合は「ジャパニーズ」と

도움이 필요하여 전화를 거실 때 영어로 코리언

것입니다. 전화를 끊지 마시고 기다리십시오.

(KOREAN)이라고 말씀하시면 통 역자를 연결해 드릴

"Khi gọi điện thoại để được giúp đỡ, xin quý vị hãy 💈

nói "VIETNAMESE" để chúng tôi cho thông dịch

っしゃり、通訳がでるまでそのままでお待ちく

涌訳サービスをご利用いただけます

한국어 통역을 이용하실 수 있습니다.

"Có Thông Dịch Viên"

web de www.maine.gov/labor/misclass. En caso de tener cualquier pregunta sobre sus derechos, favor de dirigirse a una

No more than 50 hours in a week.

and last week of school calendar.

• No more than 6 hours on a school day.

or workshop)

more days.

workshop).

14 and 15 year olds may work in most businesses, except in occupations Work Hours 14 and 15 year olds declared hazardous and jeopardize their health, well-being or educational • No more than six days in a row. opportunities. **16 and 17 year olds** may work in most businesses, however • Cannot work before 7 a.m. not in hazardous jobs. These provisions also provide limited exemptions. Not after 7 p.m. during school year. Contact the Bureau of Labor Standards for details. · Cannot work after 9 p.m. during summer vacation.

#### Work Permits

All minors under 16 years of age need work permits in order to work. • Superintendent of schools certify academic standing. Minor allowed only one permit during the school year but two during

summer vacation. When School <u>Is</u> in Session Minor cannot work until permit is approved by Bureau of Labor Standards.

Employer keeps Bureau-approved permit on file.

#### Recordkeepin

All employers must keep accurate payroll records for workers under 18. Records must show what time the minor began work, total hours worked, and what time the minor finished work each day

Note: Maine employers may also be covered under the Federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 603-666-7716 or http://youth.dol.gov/.

### For more information, contact:

Maine Department of Labor Bureau of Labor Standards 45 State House Station, Augusta, Maine 04333-0045 Tel: 207-623-7900 or 207-623-7930 TTY users call Maine Relay 711 Website: www.maine.gov/labor/bls Email: bls.mdol@maine.gov

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

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

WORKERS' COMPENSATION

veuillez contacter l'un des bureaux régionaux.

# WORKERS' COMPENSATION

questions about your rights, please contact one of the regional offices.

## WORKERS' COMPENSATION **BOARD REGIONAL OFFICES**

AUGUSTA 442 Civic Center Drive, Suite 225 156 State House Station Augusta, ME 04333-0156 207-287-2308 1-800-400-6854 LEWISTON 36 Mollison Way Lewiston, ME 04240-5811 207-753-7700 1-800-400-6857 BANGOR 106 Hogan Road, Suite Bangor, ME 04401 207-941-4550 1-800-400-6856 PORTLAND 1037 Forest Avenue, Suite 11 Portland, ME 04103 207-822-0840 1-800-400-6858 CARIBOU 43 Hatch Drive, Suite 110 Caribou, ME 04736-2347 207-498-6428 1-800-400-6855 Visit our website at:

www.maine.gov/wcb Statewide TTY: 711

#### When calling for assistance, please say the name of your language in English and an interpreter wil be called for you. Please stay on the line. Tenemos intérpretes a su disposición Si necesita que le atiendan en español por favor d

"Spanish" y le conectaremos con un intérprete. Por manténgase en la línea

Когда Вы обращаетесь за помощью по телефону, Temos intérpretes à sua disposição пожалуйста скажите, что Вы говорите по-русски Se precisar de atendimento em Português, por favor diga "Portuguese" e um intérprete será prontamente

произнесите "РАШН"), и мы обеспечим Вас цчиком. После этого, пожалуйста, оставай mado. Por favor, aguarde na linha

The law requires employers to display this poster where employees assessed for violations of the FLSA's child labor provisions. Heightened civil an readily see it. DVERTIME PAY At least 1 ½ times your regular rate of pay for all hours in the death or serious injury of any minor employee, and such assessments can readily see it.

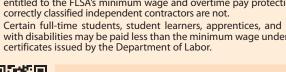
worked over 40 in a workweek. CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside

school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural **TIP CREDIT** Employers of "tipped employees" who meet certain conditions

may claim a partial wage credit based on tips received by their employees. mployers 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 ar 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 up the difference

IMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage of ertime pay provisions of the law. Civil money penalties may also be



apply to the pump at work requirements.

Some employers incorrectly classify workers as "independent contractors"



# ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

# **REGULATION OF EMPLOYMENT**

# **Regulation of Employment**

Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor MAINE administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure <u>Net</u> LABOR compliance. Citations and penalties may be issued to employers who do not comply. This poster describes some important parts of the laws. A copy of the actual laws or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling 207-623-7900. (The laws are also on the Bureau's web site.)

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

#### **Time of Payment**

must be notified of any decrease in wages or salary at least one day prior to the change.

## **Payment of Wages**

An employee leaving employment, must be paid in full no later than the employee's next established payday. This may also include the payment of accrued vacation pay and/or Earned Paid Leave.

#### **Unfair Agreement**

If the employer's policy provides for paid time off, the employee must be allowed to use up to 40 hours in a 12-month period to care for an immediate family member who is ill.

#### **Rest Breaks**

unpaid rest break after 6 hours of work.

The employer must make reasonable efforts to provide a clean room or location, other than a bathroom, where the milk can

#### **Family Medical Leave**

Employees may be eligible for federal and state earned income tax credits. Employees may apply for the tax credits on the employee's income tax return

• Birth or adoption of a child or domestic partner's child;

• Serious health condition of the employee or immediate family member, including domestic partner; domestic partner's child, grandchild, domestic partner's grandchild;

#### Organ donation;

Death or serious health condition of the employee's spouse domestic partner, parent or child if it occurs while the spouse, domestic partner, parent or child is on active duty; Serious health condition or death of a sibling who shares joint

living and financial arrangements with the worker.

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

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 FLSA. ADDITIONAL INFORMATION Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply with both.

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

Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special



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.

#### For more information, contact:

Fair Labor Standards Act. For more information, contact the U.S.

Department of Labor Wage and Hour Office at 866-487-9243.

An employer that employs more than 10 employees in the usual

and regular course of business for more than 120 days in any

calendar year shall permit each employee to earn paid leave based

on the employee's base pay. An employee is entitled to earn one

hour of paid leave from a single employer for every 40 hours

worked, up to 40 hours in one year of employment. Accrual of

leave begins at the start of employment, but the employer is not

required to permit use of the leave before the employee has been

employed by that employer for 120 days during a one-year period.

Maine Department of Labor Bureau of Labor Standards 45 State House Station, Augusta, Maine 04333-0045 located at: 45 Commerce Drive

Telephone: 207-623-7900 | TTY users call Maine Relay 711. Website: www.maine.gov/labor/bls Email: bls.mdol@maine.gov

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



- 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.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.
- On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHAsupported consultation programs in every state.



ME-0224-F04

### Leave for Victims of Violence, Assault, Sexual Assault or Stalking Employees must be paid in full at least every 16 days. Employees Must be allowed upon request if an employee (or a child, parent or spouse of an employee) is a victim of violence, assault, sexual assault or stalking or any act that would support an order for protection under Title 19-A M.R.S.A., c. 101 and the employee needs the time to: Prepare for and attend court proceedings; or

eave to Care for Family

Earned Income Tax Credit

Earned Paid Leave

Receive medical treatment; or • Obtain necessary services to remedy crisis.

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

Most employees must be offered a 30 consecutive minute paid or

Nursing mothers must be provided with unpaid break time or be permitted to use their paid break or meal time to express milk.

be expressed

An employee who has worked for the last 12 months at a workplace with 15 or more employees may be entitled to up to 10 weeks of paid or unpaid leave for a qualifying event. Note: Maine employers may also be covered under the Federal



Lorsque vous appelez pour demander de l'aide,

Fłumacze dostępni na życzenie

angielsku "Polish" i czekać na linii.

by uzyskać pomoc tłumacze, proszę

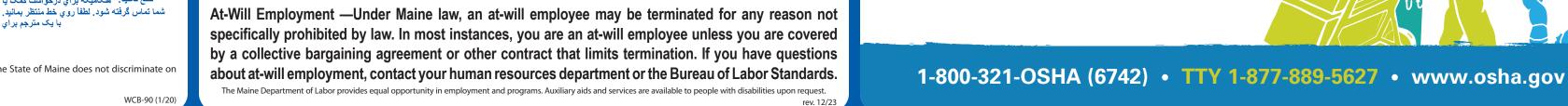
'К вашим услугам имеются переводчики

noncez le mot "French" et nous mettrons un

ète à votre disposition. Prière de rester en lign

To the employer: This notice must be posted in a conspicuous place upon your premises accessible to employees. 39-A MRSA §406. The State of Maine does not discriminate on he basis of disability in admission to, access to, or operation of its programs, services or activities. This poster is available in alternative format. For further assistance, contact the Maine Workers' Compensation Board, ADA Coordinator, elephone: (888) 801-9087 or TTY: 711.

de las oficinas regionales de compensaciones para el trabajador.



# **Veterans' Benefits & Services**



Benefits and Services for Maine Veterans can be accessed through the Department of Defense, Veterans and Emergency Management and the Maine Bureau of Veterans' Services.

This poster describes some important benefits and services offered. Free printed posters and requirements may be obtained from the Department of Labor, Bureau of Labor Standards, by calling 207-623-7900 or by visiting the Bureau's website at www.maine.gov/labor/posters.



Maine Law (Title 26, M.R.S.A. § 42-D) requires every employer with more than 50 full-time equivalent employees to place this poster in the workplace where workers can easily see it.

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

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

## **Educational, Workforce & Training Resources**

- Maine CareerCenters are located throughout the state and provide educational, training and workforce resources, including veteran-specific referral services through the Maine Military and Community Network and employment support like the Maine Hire-A-Vet Program at <u>www.mainecareercenter.</u> <u>com/mhav/</u>
- Each CareerCenter has a dedicated veteran representative onsite. Find out more at <u>www.mainecareercenter.gov</u> and <u>www.mainecareercenter.gov/employment/veterans.shtml</u>
- Entrepreneurship services from the Small Business Administration are also offered. Find out more at www.maine.gov/veterans/benefits/employment/
- For further educational resources, the Maine Bureau of Veterans' Services has a complete listing of institutions of higher learning in their Maine Veterans' Benefits and Resource Guide at <u>www.maine.gov/veterans/docs/MBVS-Resource-Guide.pdf</u>
- The State of Maine has an employment preference to veterans who apply for State positions. In addition, in accordance with Executive Order 2016-002, if a veteran applies for a State job and is not ultimately hired for that job, it is the policy of the Bureau of Human Resources to provide guidance to that veteran on other State of Maine openings for which that veteran may be qualified to apply. See guidance at www.maine.gov/bhr/state-jobs/veterans-preference-in-jobapplications

**Eligibility for Unemployment Insurance Benefits** 

- You may be eligible for unemployment if you separated in the last 18 months.
- If filing in the State of Maine, call 1-800-593-7660 or visit the unemployment website for more information <u>www.maine.gov/unemployment/</u>

**Driver's Licenses & Non-Driver Identification Cards** 

- Veterans may request a military service license designator for their license or ID. Proof of active service or honorable discharge (DD Form 214) is required.
- For more information about the eligibility requirements for the Military Service Designation, contact the Bureau of Motor Vehicles at 207-624-9000.

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

## **Crisis Line**

The Crisis Line provides 24/7, confidential support for veterans AND their families.

Veterans do not have to be enrolled in VA benefits or health care to access this service.

To access assistance, dial 988, then press 1 For an online chat option, go to <u>www.veteranscrisisline.net</u> .

## **Substance Use & Mental Health Treatment**

 Veterans seeking assistance for substance use treatment should contact the SUD Intensive Outpatient's (Addictions Services - SUD Program) at 207-623-8411x 4098. For other mental health services, go to: <u>www.va.gov/directory/guide/</u> <u>SUD.asp</u>

**Tax Benefits** 

 Veterans are entitled to certain tax benefits. To find out more, go to <u>www.maine.gov/veterans/benefits/tax-financebenefits/index.html</u>

**Legal Services** 

- To access legal services for Veterans, go to <u>www.maine.</u> <u>gov/veterans/resources/index.html</u> and choose the Legal/ Financial option. Veterans can also select a specific county to search, or can choose to search the entire state for resources.
- The map will provide legal services options, complete with links to the businesses and/or agencies.

## Assistance

- Filing a claim with the VA
- Enrolling in VA Healthcare
- Obtaining burial benefits
- Housing/Homelessness assistance
- Recognitions for services
- Educational benefits
- Other State benefits such as providing park passes, hunting and fishing licenses

# **To Access Services, Contact:**

Veterans & Emergency Management Website: <u>www.maine.gov/dvem/index.html</u>

Maine Bureau of Veterans' Services Phone: 207-287-7020 | Website: <u>www.maine.gov/veterans/</u>