eave in a single 12-month period to care for the servicemember

ou have worked for your employer at least 12 months,

20 workweeks in the current or previous calendar year,

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

Follow your employer's normal policies for requesting leave, Give notice at least 30 days before your need for FMLA leave, or

f advance notice is not possible, give notice as soon as possible

(This information should be filled in by the employer)

U.S. Department of Labor

Wage and Hour Division

P.O. Box 554

Portland, Maine 04112

Tel: 207-780-3344

www. dol.gov

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

v do I request FMLA leave? Generally, to request FMLA leave you must:

irline flight crew employees have different "hours of service" requirements.

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

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

You work for a covered employer,

your leave, and

Personnel Management.

MAINE

(Name)

MAINE & FEDERAL LABOR LAW POSTER

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. Retaliation for filing a charge, reasonably opposing Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or

· Failure to provide reasonable accommodation for a

disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief,

• Employees (current and former), including managers discrimination, or participating in a discrimination lawsuit, investigation, or proceeding and temporary employees Job applicants Interference, coercion, or threats related to exercising • Union members and applicants for membership in a union rights regarding disability discrimination or pregnancy What Organizations are Covered What Employment Practices can be Challenged as Most private employers Discriminatory? All aspects of employment, including: • State and local governments (as employers) • Discharge, firing, or lay-off · Harassment (including unwelcome verbal or Staffing agencies physical conduct) What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the • Pay (unequal wages or compensation)

ColorReligionNational origin Benefits • Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity) • Age (40 and older)

Race

· Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)

Federal law from discrimination on the following bases:

of employment, including the executive level.

 Job training Referral Obtaining or disclosing genetic information Requesting or disclosing medical information

ring or promotion

observance or practice

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 doing business with the Federal Government. If you are applying for a job with, or are an equires affirmative action to recruit, employ, and advance in employment, disabled employee of, a company with a Federal contract or subcontract, you are protected under 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 Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin
Executive Order 11246, as amended, prohibits employment discrimination by Federal

Retaliation Retaliation is prohibited against a person who files a complaint of

contractors based on race, color, religion, sex, sexual orientation, gender identity, or discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination national origin, and requires affirmative action to ensure equality of opportunity in all by Federal contractors under these Federal laws. Any person who believes a contractor aspects of employment.

Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately: protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of The Office of Federal Contract Compliance Programs (OFCCP)

participating in an investigation or proceeding

with someone exercising their rights, or someone

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

limits for filing a charge of discrimination (180 or 300

Submit an inquiry through the EEOC's public portal:

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

Call 1–800–669–4000 (toll free)

E-Mail info@eeoc.gov

I-800-669-6820 (TTY)

Visit an EEOC field office (information at

Additional information about the EEOC.

including information about filing a charge

of discrimination, is available at www.eeoc.gov.

discrimination. Do not delay, because there are strict time

days, depending on where you live/work). You can reach the EEOC in any of the following ways:

1–800–669–6820 (111)
1–844–234–5122 (ASL video phone)
an EEOC field office (information at www.eeoc.aov/field-office)

Conduct that coerces, intimidates, threatens, or interferes

U.S. Department of Labor 200 Constitution Avenue, N.W. Disability Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified ndividuals with disabilities from discrimination in hiring, promotion, discharge, pay, 1-800-397-6251 (toll-free

ringe benefits, job training, classification, referral, and other aspects of employment If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access by Federal contractors. Disability discrimination includes not making reasonable telecommunications relay services. OFCCP may also be contacted by submitting accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories to employ and advance in employment qualified individuals with disabilities at all levels under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact.

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 amended.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits prohibits employment discrimination on the basis of disability in any program or activity nination on the basis of race, color or national origin in programs or activities receiving which receives Federal financial assistance. Discrimination is prohibited in all aspects Federal financial assistance. Employment discrimination is covered by Title VI if the primary of employment against persons with disabilities who, with or without reasonable objective of the financial assistance is provision of employment, or where employment accommodation, can perform the essential functions of the job. If you believe you have discrimination causes or may cause discrimination in providing services under such programs.

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

(Revised 6/27/2023)

SEXUAL HARASSMENT ACT

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

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

OR CONTACT YOUR PERSONNEL DEPARTMENT: DEPARTMENT / AGENCY CONTACT

Printed under appropriation: 01094H1010012 (102012 REV)

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 **1. Definitions.** As used in this section, unless the context otherwise indicates, the following 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. B. "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.

2. 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 employee because: . The émployee 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 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 6. Exemption. This section does not apply to a religious employer

An Act to Protect Employee Freedom of Speech

. 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 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 on or an equivalent position, back pay and reestablishment of any employee benefits, including seniority, to which the employee would otherwise have been eligible if the violation had not occurred and any other appropriate relief as considered . 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

A. Prohibit communications of information that the employer is required by law to municate, 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 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.

5. Communications and rights not affected. This section does not:

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from of any State or local law or any collective bargaining agreement which is more restrictive using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS Employers are generally prohibited from requiring or requesting any strict standards concerning the course. employee or job applicant to take a lie detector test, and from discharging, disciplining, of specific rights, including the right to a written notice before testing, the right to refuse or discriminating against an employee or prospective employee for refusing to take a discontinue a test, and the right not to have test results disclosed to unauthorized persons. ng other rights under the Act.

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 law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND 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 pharmaceutical 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.) that resulted in economic loss to the employer. The law does not preempt any provision

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 **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and

WAGE AND HOUR DIVISION 1-866-487-9243

MAINE MINIMUM WAGE

MINIMUM WAGE

Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Laborad ministers the laws, which all employers must follow. Department representativesinspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do

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



Under Maine labor laws, any business operating in the state with one employee is automatically covered by state law. This includes all public and private employers regardless of profit or size. Effective January 1, 2025, the minimum wage in Maine is \$14.65 per hour. Municipal Minimum Wage Ordinances

municipality that passes a local minimum wage ordinance, may be subject to additional regulations and should check with municipal officials. A service employee is someone who regularly receives more than \$185 a month in tips. As of January 1, 2025, employers must pay a direct service wage of at least \$7.33 per hour. If the employee's direct wage combined with

earned tips do not average, on a weekly basis, the state required minimum wage, the employer must pay the difference. 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 onehalf their regular rate of pay. Employers have the right to allow or deny overtime, but if overtime is worked, it must be paid in accordance with state

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

Maine Department of Labor **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

Maine statutes incorporate by reference the salary requirements under the Fair Labor Standards Act (FLSA). As of January 1, 2025 the minimum salary requirement will be \$845.21 per week. Salary is only one factor in determining whether a worker is exempt from overtime under federal or state law. The duties of each worker must be considered as part of this analysis. Failure to adhere to both requirements—meeting the duties test and the weekly salary Employers with employees who work in Bangor and/or Portland or any other threshold— are violations of state law and potentially federal law depending on the discrepancies in the laws.

> Every employer shall give to each employee with the payment of wages a statément cléarly 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.

nimum Wage Guidance www.maine.gov/labor/labor_laws/minimum_wage_faq.html legislature.maine.gov/statutes/26/title26sec664.html

Overtime Guidance www.maine.gov/labor/labor_laws/overtime.html legislature.maine.gov/statutes/26/title26sec664.html

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

CHILD LABOR LAWS

CHILD LABOR LAWS

MAINE LABOR

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LABOR

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



opportunities. **16 and 17 year olds** may work in most businesses, however not in hazardous jobs. These provisions also provide limited exemptions. Contact the Bureau of Labor Standards for details. • 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. · Minor cannot work until permit is approved by Bureau of Labor Standards. Employer keeps Bureau-approved permit on file. Recordkeeping

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

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

declared hazardous and jeopardize their health, well-being or educational • No more than six days in a row. Not after 7 p.m. during school year.

· Cannot work after 9 p.m. during summer vacation. When School Is Not in Session

• No more than 8 hours in any one day (weekend, holiday, vacation or workshop) Not more than 40 hours in a week (school must be out entire week). When School Is in Session

No more than 3 hours on a school day, including Friday. Not more than 18 hours in a week that school is in session one or Work Hours 16 and 17 year olds (enrolled in school) No more than 6 days in a row.

Cannot work before 7 a.m. on a school day. Cannot work before 5 a.m. on a non-school day. • Cannot work after 10:15 p.m. the night before a school dav.

When School *Is Not* in Session • No more than 10 hours in any one day (weekend, holiday, vacation, or No more than 50 hours in a week.

• No more than 10 hours on any holiday, vacation, or workshop day. On last day of school week, may work up to 8 hours. No more than 24 hours in a week, except may work 50 hours any week that approved school calendar is less than three days or during the first and last week of school calendar.

place this poster in the workplace where workers can easily see it. e 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

WORKERS' COMPENSATION FOR DATES OF INJURY ON AND AFTER JANUARY 1, 2020

questions about your rights, please contact one of the regional offices. 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 compensatriceemployé, 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, veuillez contacter l'un des bureaux régionaux.

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 accidente o daño que no haya 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 web de www.maine.gov/labor/misclass. En caso de tener cualquier pregunta sobre sus derechos, favor de dirigirse a una

1-800-400-6855 Visit our website at: www.maine.gov/wcb Statewide TTY: 711 orsque vous appelez pour demander de l'aide noncez le mot "French" et nous mettrons un our language in English and an interpreter wil prète à votre disposition. Prière de rester en lign angielsku "Polish" i czekać na linii.

Si necesita que le atiendan en español por favor diga "Spanish" y le conectaremos con un intérprete. Por Se precisar de atendimento em Português, por favor chamado. Por favor, aguarde na linha. тесь на линии."

Maine Workers' Compensation Board, ADA Coordinator, telephone: (888) 801-9087 or TTY: 711.

한국어 통역을 이용하실 수 있습니다. 도움이 필요하여 전화를 거실 때 영어로 코리언 (KOREAN)이라고 말씀하시면 통 역자를 연결해 드릴 것입니다. 전화를 끊지 마시고 기다리십시오. "Có Thông Dịch Viên"

"Khi gọi điện thoại để được giúp đỡ, xin quý vị hãy nói "VIETNAMESE" để chúng tôi cho thông dịch viên giúp quý vị. Xin quý vị chờ trên đường dây.

افراد مترجم در دسترس مي باشند. را که بدان صحبت می کنید به انگلیسی ذکر کنید تا راجع به امري به ما تلفن مي كنيد، لطفأ نام زباني قطّع نكنيد. هنگاميكه براي درخواست كمك يا

أ-رَ-بِ-ك)ونعن سنقدُم لكم مترجما شفهيا . ابقوا على الخط من

شما تماس گرفته شود. لطفاً روي خط منتظر بمانيد.

WCB-90 (1/1/2020, revised 3/7/2022)

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. Education and training MRSA Title §252. 1. Bureau. "Bureau" means the Department of Labor, Bureau of Labor Standards.

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. Employer. "Employer" means any person, partnership, firm, association or poration, public or private that uses 2 or more terminals at one location. The program must include, at a minimum

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.

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

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

If you have questions about working safely at the computer,

speak to your supervisor or contact the

MAINE

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.

VIDEO DISPLAY TERMINALS

Every employer shall establish an education and training program for all operators as provided in this section.

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 provide the education and training program in

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 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 posture during terminal operation and a description of methods to achieve and maintain this posture including the use of any 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 and pertinent data on terminal use. 3. Training schedule. Employers shall provide operators with this education and

training program within 30 days of employment and annually thereafter.

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

PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name) Shall be as follows:

WITHHOLDING STATUS YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed form W-4 with your employer did you...

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)? Your itemized deductions? If you can answer "YES"... To any of these questions or you owed extra tax when you filed your last return, you

Marry or divorce?

MAINE

LABOR

Gain or lose a dependent

may need to file a new form W-4.

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/ *individúals* on the IRS web site. Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject. Publication 213

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

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 suitable

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 States Citizenship and Immigration

Unemployment benefits are taxable: Unemployment benefits are taxable and have

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

Benefits for partial unemployment: An employer shall issue a properly completed

partial unemployment claim form to each employee who is customarily employed

full-time and who is given less than full-time hours during a week due to lack of work,

then be made regarding your eligibility for benefits.

to be reported when you file your income tax forms

job opportunities from the CareerCenters.

may be withheld and sent to DHHS.

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

UNEMPLOYMENT INSURANCE

Maine Employment Security Law This poster is designed to notify individuals of their rights regarding the filing of claims for unemployment benefits. It does not have the force or effect of law. For more information,

call 1-800-593-7660 toll free.

This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/ **Full- and Part-Time Workers**

Department of the Treasury

Internal Revenue Service www.irs.gov

How to file a claim for unemployment benefits Basic eligibility requirements Earnings during the base period: The "base period' All new and reactivated claims for unemployment benefits are filed either online, is a one-year period that includes four calendar quarters. To establish a claim, an phone or by mail. Do not delay in filing your claim once you are out of work. ndividual must have earned two times the annual average weekly wage in Maine ir each of two different calendar quarters, and a total of six times the annual, average, Claims cannot be backdated. weekly wage in Maine in the whole base period. In most cases, the Department o When filing, you will need to know your Social Security Number. Also, you should have Labor has your wage information on file. If it is not on file, the Department will take the names and addresses of all employers for whom you worked, and your dates of steps to obtain it

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 We provide **language interpreter services** in approximately 140 commonly spoken languages. Arrangements will be made to have an interpreter assist you when you call employment Claims Center.

To claim by mail: In some cases, your employer will give you a claim form. Mail your

To file online: www.maine.gov/reemployme

initial claim form to the Unemployment Claims Center listed below

This is the fastest, easiest way to file.

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

and who is not separated from that employer Rules Governing The Administration of the Employment Security Law states every employer shall post and maintain such notices to its workers. The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

HUMAN RIGHTS ACT

EQUAL OPPORTUNITY IS THE LAW Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

The Maine Human Rights Act prohibits discrimination because of race, color, sex. sexual orientation, age, physical or mental disability, genetic information, religion, 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.

EOUAL 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 because of previous actions taken that are protected under the Whistleblowers'

• Fail or refuse to hire or otherwise discriminate against an applicant for • Discharge an employee or discriminate with the respect to hire, tenure, promotion, transfer, compensation, terms, conditions or privileges of employment.

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

Retaliate against a person who has filed a charge of discrimination, participated

TTY: MAINE RELAY 711

in a discrimination proceeding, or opposed a violation of the Maine Human

www.maine.gov/mhro Printed under appropriation: 01094H1010012 (10 2012 REV)

VETERANS' BENEFITS & SERVICES

MAINE LABOR

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: www.maine.gov/labor/posters/ 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** veterans AND their families. Maine CareerCenters are located throughout the state and provide educational, training and workforce resources, including veteran-specific referral services

like the Maine Hire-A-Vet Program at www.mainecareercenter.com/mhav/ Each CareerCenter has a dedicated veteran representative onsite. Find out more at **www.mainecareercenter.gov** and www.mainecareercenter.gov/employment/veterans.shtml Entrepreneurship services from the Small Business Administration are also offered. Find out more at www.maine.gov/veterans/benefits/employment/

through the Maine Military and Community Network and employment support

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 www.maine.gov/veterans/docs/MBVS-Resource-Guide.pdf he 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-

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 www.maine.gov/unemployment/

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

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

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

Legal Services • To access legal services for Veterans, go to www.maine.gov/veterans/resources/index.html 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

• Filing a claim with the VA Enrolling in VA Healthcare Obtaining burial benefits Housing/Homelessness assistance Recognitions for services

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

To Access Services, Contact: Veterans & Emergency Managemen Website: www.maine.gov/dvem/index.html Maine Bureau of Veterans' Services Phone: 207-287-7020 | Website: www.maine.gov/veterans

FEDERAL MINIMUM WAGE

Educational benefits

licenses

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT FEDERAL MINIMUM WAGE

The law requires employers to display this poster where employees can readily see **OVERTIME PAY** At least 1 ½ times your regular rate of pay for all hours worked over 40 in

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 FIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must **PUMP AT WORK** The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's

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

place, other than 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.

NFORCEMENT The Department has authority to recover back wages and an equal

amount in liquidated damages in instances of minimum wage, overtime, and other

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

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

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

be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA. Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work

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 Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not. Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the



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 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 or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling 207-623-7900. (The laws

If you have questions about at-will employment, contact your human resources department or the Bureau of Labor Standards.

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

aployees must be paid in full at least every 16 days. Employees must be notified of any decrease in wages or salary at least one day prior to the change. 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

bad checks, or bills not paid by customers, nor for special uniforms and certain tools Most employees must be offered a 30 consecutive minute paid or unpaid rest break after 6 hours of work. Nursing mothers must be provided with unpaid break time or be permitted to use their paid break or meal time to express milk.

The employer must make reasonable efforts to provide a clean room or location.

mployers cannot require that an employee pay for losses such as broken merchandise,

other than a bathroom, where the milk can 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 ♦ 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

Organ donation ♦ Death or serious health condition of the employee's spouse, domestic partner, ♦ Serious health condition or death of a sibling who shares joint living and financial arrangements with the worker.

This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/ (Federal family medical leave is different, call 866-487-9243 for more information.) Leave for Victims of Violence, Assault, Sexual Assault or Stalking 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 ♦ Prepare for and attend court proceedings; or ♦ Receive medical treatment; or

> Leave to Care for Family 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 **Earned Paid Leav** 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

♦ Obtain necessary services to remedy crisis.

been employed by that employer for 120 days during a one-year period. Earned Income Tax Credit 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. 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 866-487-9243. For more information, contact:

Maine Department of Labor Bureau of Labor Standards

45 State House Station, Augusta, Maine 04333-0045

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

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. At-Will Employment —Under Maine law, an at-will employee may be terminated for any reason not specifically prohibited by law. In most Your Employee Rights Under the Family and Medical Leave Act

FMLA - FAMILY AND MEDICAL LEAVE ACT

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

The FMLA does not affect any federal or state law prohibiting discrimination or The birth, adoption or foster placement of a child with you, our serious mental or physical health condition that makes you unable to work, supersede any state or local law or collective bargaining agreement that provides To care for your spouse, child or parent with a serious mental or physical health greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits 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 ervicemember with a serious injury or illness may take up to 26 workweeks of FMLA

You have the right to use FMLA leave in **one block of time.** When it is medically cessary 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. as if you had not taken leave, and 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. n I eligible to take FMLA leave? You are an eligible employee if all of the following exercising your rights under the law. For example, your employer cannot rétaliate against you for requesting FMLA leave or cooperating with a WHD investigation. After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA You have at least 1,250 hours of service for your employer during the 12 months before leave. If your employer determines that you are eligible, your employer must notify you in writing:

About your FMLA rights and responsibilities, and here can I find more inf ou work for a private employer that had at least 50 employees during at least Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, ou work for a public agency, such as a local, state or federal government agency. Most ou may file a complaint with WHD or federal employees are covered by Title II of the FMLA, administered by the Office of file a private lawsuit against your Scan the QR code to learn about

WAGE AND HOUR DIVISION

WHISTLEBLOWER'S PROTECTION ACT

WHISTLEBLOWER'S PROTECTION ACT

Protection of Employees Who Report or Refuse to Commit Illegal Acts This poster describes some important parts of the law. A copy of the actual law or 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.)

It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because: You reported a violation of the law; 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 5. You have been involved in an investigation or hearing held by the government.

. 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:

For more information or to file a complaint under this law, 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 following agencies may provide useful information on workplace safety and labor laws: Maine Department of Labor Bureau of Labor Standards 45 State House Station

Augusta, Maine 04333-0045 Tel: 207-623-7900 TTY users call Maine Relay 711 Web site: www.maine.gov/labor/bls Email: bls.mdol@maine.gov

40 Western Avenue Augusta, Maine 04330 Tel: 207-626-9160 www. osha.gov

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT YOUR RIGHTS UNDER USERRA

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 ou have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice of your service ou have five years or less of cumulative service in the uniformed services while with you return to work or apply for reemployment in a timely manner after conclusion of you have not been separated from service with a disqualifying discharge or under other f you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases,

GHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

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

1-866-487-2365

MAINE

LABOR

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 f you: • are a past or present member of the uniformed service; • have applied for If you file a complaint with VETS and VETS is unable to resolve it, you may request that embership 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 your case be referred to the Department of Justice or the Office of Special Counsel, as employment; • promotion; or • any benefit of employment, because of this status. applicable, for representation. addition, an employer may not retaliate against anyone assisting in the enforcement You may also bypass the VETS process and bring a civil action against an employer for of USERRA rights, including testifying or making a statement in connection with a 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 ement by displaying the text of this notice where they customarily place notices for employees

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.

PAID FAMILY AND MEDICAL LEAVE

Maine's Paid Family and Medical Leave (PFML) law will provide up to 12 weeks of paid leave for family

This poster is available online at no charge and may be copied: www.maine.gov/labor/posters/ Benefits are available for the duration of your needed leave or 12 weeks, whichever

sons for Leave amily leave: To care for family with serious health condition. ledical leave: To care for one's own serious medical needs. **Safe leave:** To stay safe or to help a family member stay safe after abuse or violence. **Allitary leave:** For emergencies related to a family member's impending military

Continuous leave: Leave where you are out of work for days or weeks at a time.

educed leave: Leavé whére you are still working but you are consistently working

rmittent leave: Leave where you are still working and you need to take time off but

t Maine's annual statewide average weekly wage

t is not the same every day or every week.

For more information contact: Maine Department of Labor Paid Family and Medical Leave 50 State House Station Augusta, Maine, 04333-0050 Website: www.maine.gov/paidleave/

January 1, 2025. • For calendar years 2025 through 2027, the premium rate for you cannot be more than 0.5 percent of wages. For example, an individual who earns \$600 per week wil contribute no more than \$3 per week. ther Information You Should Know • Except in a medical emergency, an employer can claim an undue hardship in certain circumstances and request that the leave be scheduled at a mutually-agreeable time. Employers must restore you back to your original position or to an equivalent position

Applications for benefits are scheduled to be accepted starting May 1, 2026 The Maine Department of Labor provides equal opportunity in employment and programs Auxiliary aids and services are available to people with disabilities upon request.

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT



Job Safety and Health IT'S THE LAW!

All workers have the right to:

A safe workplace.

employer.

rev. 03/24

- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- the right to have a representative contact OSHA on your behalf. Participate (or have your representative)

participate) in an OSHA inspection and

File a complaint with OSHA within 30

speak in private to the inspector.

- days (by phone, online or by mail) if you have been retaliated against for using your
- 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.

recognized hazards. It is illegal to retaliate against an employee for using any of their

understand.

Employers must:

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.

Provide employees a workplace free from

amputation, or loss of an eye. Provide required training to all workers in a language and vocabulary they can

workplace fatality or within 24 hours of

any work-related inpatient hospitalization,

Notify OSHA within 8 hours of a

 Prominently display this poster in the 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.



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

ME-0225-F04

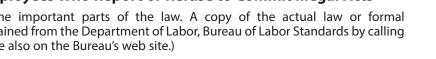
- regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. /hat does my employer need to do? If you are eligible for FMLA leave, your 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 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 employer cannot interfere with your FMLA rights or threaten or punish you for
- How much of your requested leave, if any, will be FMLA-protected leave.











our WHD complaint process.

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

You are protected by this law ONLY if:

(Title) (Location or Phone)

U.S. Department of Labor/OSHA

The Maine Department of Labor provides equal opportunity in employment and Maine Law (Title 26 M.R.S.A. § 839) requires every employer to place programs. Auxiliary aids and services are available to people with disabilities this poster in the workplace where workers can easily see it.

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

HEALTH INSURANCE PROTECTION • If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries. The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

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

Publication Date — May 2022

Office of Special Counsel U.S. Department of Justice

PAID FAMILY AND MEDICAL LEAVE

leave, medical leave, safe leave or leave related to a family member's impending military deployment. A copy of the actual laws and formal interpretations may be found online at www.maine.gov/paidleave or by calling 207-623-7900 ITTY users call Maine Relay 711.

To establish a claim, you must have earned a total of six times the statewide annual average weekly wage in Maine in your base period. The base period is defined as the Benefit amounts will be determined based on your previous earnings and are capped first four of the last five completed calendar quarters. In most cases, the Department of Labor has your wage information on file. If it is not on file, the Department will take steps to obtain it. · Premiums will be deducted from your pay beginning with the first pay date after

> with equivalent benefits, pay and other terms and conditions of employment if you have been with your employer for at least 120 consecutive days when you started



retaliated against.

of your workplace if you believe there are unsafe or unhealthy conditions. You have

Request a confidential OSHA inspection

See any OSHA citations issued to your

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** 396 Griffin Road, Suite 105

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 When calling for assistance, please say the name be called for you. Please stay on the line

Se avete bisogno di assistenza in Italiano, Vi preghiam

di dire "Italian" e un intèrprete sará messo a Vostra

isposizione. Vi preghiamo di rimanere in linea.

пожалуйста скажите, что Вы говорите по-русски (произнесите "РАШН"), и мы обеспечим Вас реводчиком. После этого, пожалуйста, оставай

(CHINESE)— 我們將爲您提供口譯人員。請不

打電話請求幫助時,請用英語說"挾音呢斯"

با یک مترجم براي

14 and 15 year olds may work in most businesses, except in occupations Work Hours 14 and 15 year olds

When School Is in Session • No more than 6 hours on a school day.

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 de las oficinas regionales de compensaciones para el trabajador. 通訳サービスをご利用いただけます

instances, you are an at-will employee unless you are covered by a collective bargaining agreement or other contract that limits termination.

WORKERS' COMPENSATION 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 LABOR 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

> 通訳を必要とされる場合は「ジャパニーズ」。 おっしゃり、通訳がでるまでそのままでお待ちく مترجمون شفهيون متيشرون لخدمتكم عند إتصالكم للمساعدة أو لطلب خدمة معينة نرجو منكم أن تذكروا

Marka aad caawinaad inoogu soo yeeraneysid, fadhla luqaddaada af Ingiriisi inoogu sheeg turjubaan ayaa lguugu yeeri doonaaye. Taleefoonkana ha dhigin. To the employer: This notice must be posted in a conspicuous place upon your premises accessible to employees. 39-A MRSA §406. The State of Maine does not discriminate on the 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