REV. 02/2022

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

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

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

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

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

1-866-487-9243

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE

EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

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

which is more restrictive with respect to lie detector tests.

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

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

The law requires employers to display this poster where

employees can readily see it.

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

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

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly vage, the employer must make up the difference

PIIMP 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

WAGE AND HOUR DIVISION

1-866-487-9243



FED

FED

YOUR EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

How do I request FMLA leave

Generally, to request FMLA leave you must:

request certification of a qualifying exigency

What does my employer need to do?

not taken leave, and

cooperating with a WHD investigation.

Where can I find more information?

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

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

Follow your employer's normal policies for requesting leave

Give notice at least 30 days before your need for FMLA leave, or

If advance notice is not possible, give notice as soon as possible.

You do not have to share a medical diagnosis but must provide enough information to your employer

so they can determine whether the leave qualifies for FMLA protection. You **must also inform your**

employer if FMLA leave was previously taken or approved for the same reason when requesting

Your **employer may request certification** from a health care provider to verify medical leave and may

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their

Continue your group health plan coverage while you are on leave on the same basis as if you had

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

own serious health conditions. Most federal and certain congressional employees are also covered by the

other working conditions, including shift and location, at the end of your leave.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your

ines that you are eligible, your **employer must notify you in writing**:

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

About your FMLA rights and responsibilities, and

employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer

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

private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint

our **employer <u>cannot</u> 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 o

aw or collective bargaining agreement that provides greater family or medical leave rights.

law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

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

WAGE AND HOUR DIVISION

LINITED STATES DEPARTMENT OF LABOR

EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

ENFORCEMENT

What 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 reasons. The U.S. Department of Labor's Wage and Hour ivision (WHD) enforces the FMLA for most employees

The Employee Polygraph Protection Act prohibits most private employers from using lie

mployers are generally prohibited from requiring or requesting any employee or job applicant to take

lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given

by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to

restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are

reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in

employee for refusing to take a test or for exercising other rights under the Act.

of pharmaceutical manufacturers, distributors and dispensers.

economic loss to the employer.

DEPARTMENT OF LABOR

UNITED STATES OF AMERICA

detector tests either for pre-employment sc

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

 $\label{lem:certain qualifying reasons related to the foreign deployment of your spouse, child or parent who$ is a military servicemember An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced **chedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information. FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employe

Am I eligible to take FMLA leave You are an **eligible employee** if **all** of the following apply You work for a covered employer, You have worked for your employer at least 12 months,

Your employer has at least 50 employees within 75 miles of your work location Airline flight crew employees have different "hours of service" requirements. ou work for a **covered employer** if **one** of the following applies: You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,

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

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

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

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



Know Your Rights: Workplace Discrimination is Illegal

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

U.S. EOUAL EMPLOYMENT OPPORTUNITY COMMISSION

an inquiry through the EEOC's public porta

1-800-669-4000 (toll free)

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

an EEOC field office (information at

EMPLOYERS HOLDING FEDERAL CONTRACTS OR

SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance

Programs (OFCCP) enforces the nondiscrimination and affirmative

action commitments of companies doing business with the Federa

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

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

nder Federal law from discrimination on the following bases

1-800-669-6820 (TTY)

www.eeoc.gov/field-office

EEOC, including information about

filing a charge of discrimination, is

available at www.eeoc.gov.

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

Employees (current and former), including managers and temporary employees Job applicants Jnion members and applicants for membership in a union pregnancy accommodation What can You Do if You Believe Discrimination has Occurred What Types of Employment Discrimination are Illegal? Contact the EEOC promptly if you suspect discrimination. Do not Under the EEOC's laws, an employer may not discriminate against delay because there are strict time limits for filing a charge of u, regardless of your immigration status, on the bases of: discrimination (180 or 300 days, depending on where you live/work) You can reach the EEOC in any of the following ways:

National origin Sex (including pregnancy, childbirth, and related medical onditions, sexual orientation, or gender identity) Age (40 and older)

Genetic information (including employer requests for or purchase, use, or disclosure of genetic tests, genetic Retaliation for filing a charge, reasonably opposin discrimination, or participating in a discrimination lawsuit, investigation, or proceeding rights regarding disability discrimination or pregnanc

State and local governments (as employers) Educational institutions (as employers Staffing agencies

rganizations are Covered

All aspects of employment, including Discharge, firing, or lay-off Harassment (including unwelcome verbal or physical

Hiring or promotion Pay (unequal wages or compensation) ailure to provide reasonable accommodation for a

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

Classification Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of Conduct that might reasonably discourage someone fron opposing discrimination, filing a charge, or participating

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin ecutive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religior sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all $% \left(\frac{1}{2}\right) =\left(\frac{1}{2}\right) \left(\frac{1}{2$ Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and

nquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an wise qualified individual with a disability who is an applicant o

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

DEPARTMENT OF LABOR, BUREAU OF LABOR STANDARDS

Child Labor Laws

requires that Federal contractors take affirmative action to employ

and advance in employment qualified individuals with disabilities at with someone exercising their rights, or someone assisting all levels of employment, including the executive level. or encouraging someone else to exercise rights, regarding **Protected Veteran Status** disability discrimination (including accommodation) o e Vietnam Era Veterans' Readjustment Assistance Act of 1974

as amended, 38 U.S.C. 4212, prohibits employment discriminatio against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from activ duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans. Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise

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

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 also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP

regional or district office, listed in most teleph U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/conta PROGRAMS OR ACTIVITIES RECEIVING FEDERAL **FINANCIAL ASSISTANCE**

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financia the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may

IX of the Education Amendments of 1972 prohibits employment

discrimination on the basis of sex in educational programs or

ctivities which receive Federal financial assistanc Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrim is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can rm the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should nediately contact the Federal agency providing such assistance.

REV. 06/27/2023

ME

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

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

Child Labor Laws of the State of Maine provide protection for people under the age of 18 in both agricultural and nonagricultural jobs. The Maine Department of Labor administers the No more than 3 hours on a school day, including Friday. laws, which all employers must follow. Department representatives inspect workplaces to Not more than 18 hours in a week that school is in session one or more days. ensure compliance. Citations and penalties may be issued to employers who do not comply Work Hours 16 and 17 year olds (enrolled in school) No more than 6 days in a row.

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.) 14 and 15 year olds may work in most businesses, except in occupations declared hazardou and jeopardize their health, well-being or educational 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

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

Minor cannot work until permit is approved by Bureau of Labor Standards. Employer keeps Bureau-approved permit on file.

All employers must keep accurate payroll records for workers under 18. Records must show **Note:** Maine employers may also be covered under the Federal Fair Labor Standards Act. For

more information, contact the U.S. Department of Labor Wage and Hour Office at 603-666-7716 or http://youth.dol.gov/. Work Hours 14 and 15 year olds

No more than six days in a row. Cannot work before 7 a.m.

When School Is Not in Session

ME

 Not after 7 p.m. during school year. Cannot work after 9 p.m. during summer vacation.

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

REV. 11/2019

Substance Use & Mental Health Treatment

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

When School Is Not in Session

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

No more than 50 hours in a week.

No more than 6 hours on a school day

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

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

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.

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

The Maine Department of Labor provides equal opportunity in employment and programs

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

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

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

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

choose to search the entire state for resources

Filing a claim with the VA

Enrolling in VA Healthcare

Obtaining burial benefit

Recognitions for services

To Access Services, Contact:

Educational benefits

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

Veterans & Emergency Management

Maine Bureau of Veterans' Services

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

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

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

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

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

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

approved school calendar is less than three days or during the first and last week

No more than 10 hours in any one day (weekend, holiday, vacation, or workshop).

DEPARTMENT OF LABOR, BUREAU OF LABOR STANDARDS **Veterans' Benefits & Services**

Maine Law (Title 26, M.R.S.A. § 42-D) requires every employer with Benefits and Services for Maine Veterans can be accessed through the Department of Defense, Veterans and Emergency Management and more than 50 full-time equivalent employees to place this poster in the

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

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

Maine CareerCenters are located throughout the state and provide educational, training and workforce resources, including veteran-specific referral services through the Maine Military and Community Network and employment support like the Maine Hire-A-Vet Program at Each CareerCenter has a dedicated veteran representative onsite. Find out more at ntrepreneurship services from the Small Business Administration are also offered. Find out more

For further educational resources, the Maine Bureau of Veterans' Services has a complete listing of institutions of higher learning in their Maine Veterans' Benefits and Resource Guide at w.maine.gov/veterans/docs/MBVS-Resource-Guide.pdf The State of Maine has an employment preference to veterans who apply for State applies for a State job and is not ultimately hired for that job, it is the policy of the Maine openings for which that veteran may be qualified to apply. See guidance at

lity for Unemployment Insurance Benefit: You may be eligible for unemployment if you separated in the last 18 months. If filing in the State of Maine, call 1-800-593-7660 or visit the unemployment website for more er'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 Crisis Line provides 24/7, confidential support for veterans AND their families

Veterans do not have to be enrolled in VA benefits or health care to access this service To access assistance, dial 988, then press 1 For an online chat option, go to www.vetera

Phone: 207-287-7020 | Website: www.maine.gov/veterans The Maine Department of Labor provides equal opportunity in employment and program: Auxiliary aids and services are available to people with disabilities upon request

REV. 03/2024

DEPARTMENT OF LABOR, BUREAU OF LABOR STANDARDS

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

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

Video Display Terminals MRSA Title 26 §251. Education and training MRSA Title §252. Bureau. "Bureau" means the Department of Labor, Bureau of Labor Standards.

Employ. "Employ" means to employ or permit to work. Employee. "Employee" means any person engaged to work on a steady or regular basis as an operator by an employer located or doing business in the State. at one location may provide the education and training program in writing only.

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

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

Employer. "Employer" means any person, partnership, firm, association or

corporation, public or private that uses 2 or more terminals at one location

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

Every employer shall establish an education and training program for all operators as provided Requirements. An employer's education and training program must be provided both orally and in writing, except that an employer that uses fewer than 5 terminals

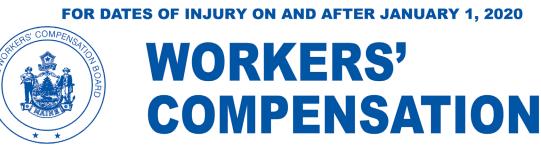
The program must include, at a minimum: Notification of the rights and duties created under this subchapter by posting in a prominent location in the workplace a copy of this subchapter An explanation or description of the proper use of terminals and the protective measures that the operator may take to avoid or minimize

symptoms or conditions that may result from extended or improper use Instruction related to the importance of maintaining proper posture during terminal operation and a description of methods to achieve and maintain this posture, including the use of any adjustable work station equipment used by the operator. Literature; clearinghouse. The bureau shall recommend to employers, for use in

education and training programs, occupational safety literature that provides

appropriate, current and pertinent data on terminal use. Training schedule. Employers shall provide operators with this education and training program within 30 days of employment and annually thereafter

REV. 11/2019



enefits to employees who are injured at work.

If you are injured at work, NOTIFY YOUR

EMPLOYER AT ONCE. You may lose your

ight to receive benefits unless your employer is

notified within 60 days of your injury. You

claim is also subject to a two year statute of

Workers' Compensation Board to help injured

nitations. Worker advocates are available at the

It is against the law for employers to mis-

lassify employees as independent contractors

for the purposes of avoiding workers' compen-

other employer paid taxes and withholding

For more information on laws pertaining to the

Worker Misclassification Task Force website a

If you have any questions about your rights,

A l'intention des Employes:

D'anrès les lois de l'Etat du Maine votre

ployeur est tenu de souscrire à une assurance

Si vous êtes victime d'un accident du travail

PREVENEZ VOTRE EMPLOYEUR IMMEDI-

ATEMENT. Passé un délai de 60 jours, vous

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

ecevable. Pour aider les victimes d'un accident

lu travail, le Workers'Compensation Board met

La loi interdit aux employeurs de classifier

ontractants privés aux fins d'échapper a

Illacieusement leurs salariés comme étant des misclas

пожалуйста скажите, что Вы говорите по-русск

оизнесите "РАШН"), и мы обеспечим Вас

переводчиком. После этого, пожалуйста, остава

s conseillers juridiques à leur disposition.

uez de perdre vos droits à l'inde

isant ses employés victimes d'un accident

hiring of independent contractors,

lease contact one of the regional offices

www.maine.gov/labor/misclass.

WORKERS' Notice to Employees: **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

BANGOR

396 Griffin Road, Suite 105

Bangor, ME 04401

207-941-4550

1-800-400-6856

PORTLAND

56 Northport Drive, Suite 201

Portland, ME 04103

207-822-0840

1-800-400-6858

CARIBOU

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

chamado. Por favor, aguarde na linha.

disposizione. Vi preghiamo di rimanere in linea.

Lorsque vous appelez pour demander de l'aide, prononcez le mot "French" et nous mettrons un

nterprète à votre disposition. Prière de rester en ligne

Benefit amounts will be determined based on your previous earnings and are capped at Maine's annual statewide average weekly wage. LEWISTON Family leave: To care for family with serious health condition. 36 Mollison Way Lewiston, ME 04240-5811 Medical leave: To care for one's own serious medical needs. 207-753-7700 1-800-400-6857

Safe leave: To stay safe or to help a family member stay safe after abuse or violence Military leave: For emergencies related to a family member's impending military deployment. Types of Leave

DEPARTMENT OF LABOR.

BUREAU OF LABOR STANDARDS

Paid Family and Medical Leave

Maine Law (Title 26, M.R.S.A. § 42-B and §

850-1) requires every employer to place this

poster in the workplace where workers can

easily see it.

Maine's Paid Family and Medical Leave (PFML) law will provide

up to 12 weeks of paid leave for family leave, medical leave, safe

leave or leave related to a family member's impending military

This poster is available online at no charge and may be copied:

Benefits are available for the duration of your needed

A copy of the actual laws and formal interpretations may be

found online at www.maine.gov/paidleave or by calling

leave or 12 weeks, whichever is less.

207- 623-7900 TTY users call Maine Relay 711.

Continuous leave: Leave where you are out of work for days or Intermittent leave: I eave where you are still working and you need to take time off but it is not the same every day or every Reduced leave: Leave where you are still working but you are

consistently working fewer hours.

Eligibility 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 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.

Payroll Deductions Premiums will be deducted from your pay beginning with the first pay date after 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 will contribute no more than \$3 per week.

Other 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 Employers must restore you back to your original

position or to an equivalent position 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 your leave. For more information, contact:

Maine Department of Labor Paid Family and Medical Leave 50 State House Station Augusta, Maine 04333-0050 Web site: www.maine.gov/paidleave/

The Maine Department of Labor provides equal opportunity in people with disabilities upon request **REV. 10/2024**

Citations and penalties may be issued to employers who do not comply.

ME

hen calling for assistance, please say the name Aby uzyskać pomoc tłumacze, proszę powiedzieć p angielsku "Polish" i czekać na linii of your language in English and an interpreter will necesita que le atiendan en español por favor dig

提供口譯服務 Se precisar de atendimento em Português, por favor 打電話請求幫助時,請用英語說"挾音呢斯" INESE)— 我們將爲您提供口譯人員。請不 要挂斷電話。 Se avete bisogno di assistenza in Italiano, Vi preghiam 通訳サービスをご利用いただけます di dire "Italian" e un intèrprete sará messo a Vostra

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

را که بدان صحبت مي کنيد به انگليسي ذکر کنيد تا راجع به امري به ما تلفن مي كنيد، لطفأ نام زباني قطع نكنيد. هنگاميكه براي درخواست كمك يا شما تماس گرفته شود. لطفاً روي خط منتظر بمانيد. با یک مترجم براي

retenues dues par employeur. Pour plus d

des services privés, visitez le site internet de

Worker Misclassification Task Force (Unité

anti-fraude en matière de classification des

Si vous n'êtes pas sûr de vos droits, veuille

Aviso a los Trabajadores:

La ley del estado de Maine requiere que s

empresario proporcione el seguro de compens

El seguro de compensaciones para el trabajador

proporciona beneficios a los trabajadores acciden

NOTIFIOLIFI O INMEDIATAMENTE A SIL

EMPRESARIO. Podría perder el derecho

recibir compensación a menos que su empresar

sea notificado de este accidente o daño en el plazo

de 60 días. Así mismo esta reclamación debe

hacer referencia a unaccidente o daño que no

haya ocurrido hace más de dos años. Lo

proporcionar ayuda a los trabajadores accider

tados en el Consejo de Administración de Com

pensaciones para el Trabajador (Workers' Com-

El hecho de no clasificar a los empleados co

contratistas independientes, con el propósito de

evitar el seguro por compensación al trabajador

pagados y retenidos por el empleador; está en

contra de la lev del empleador. Para mayor infor

mación acerca de las leyes pertenecientes a la

visite el Worker Misclassification Task Forc

en la página web de www.maine.gov/labor

derechos, favor de dirigirse a una de las oficina

regionales de compensaciones para el trabajador.

En caso de tener cualquier pregunta sobre sus

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

عند اتصالكم للمساعدة أو لطلب خدمة معينة نرجو منكم أن تذكروا

(أ-رُ-بِ-كَ)ونعن سنقدُم لكم مترجما شفهيا . ابقوا على الخط من

افراد مترجم در دسترس می باشند.

مترجمون شفهيون متيشرون لخدمتكم

viên giúp quý vị. Xin quý vị chờ trên đường dây

nsores del trabajador están disponibles para

ciones para el trabajador a todos los trabajado

contacter l'un des bureaux régionaux.

도움이 필요하여 전화를 거실 때 영어로 코리언 Marka aad caawinaad inoogu soo yeeraneysid, fadhlan (KOREAN)이라고 말씀하시면 통 역자를 연결해 드릴

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

DEPARTMENT OF LABOR, BUREAU OF LABOR STANDARDS Regulation of Employment

Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it. Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance.

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

Time of Payment Employees must be paid in full at least every 16 days. Employees must be notified of any decrease in wages or salary assault, sexual assault or stalking or any act that would support an order for protection under Title 19-A M.R.S.A., c. 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 and/or Earned Paid Leave.

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 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, other than a bathroom, where the milk can be expressed. **Family Medical Leave**

An employee who has worked for the last 12 months at a workplace with 15 or more employees may be entitled to up to 10 weeks of paid or unpaid leave for a qualifying event. Birth or adoption of a child or domestic partner's child;

Serious health condition of the employee or immediate family member, including domestic partner; domestic partner's child, grandchild, domestic partner's grandchild; Organ donation; Death or serious health condition of the employee's spouse, domestic partner, parent or child if it occurs while

Serious health condition or death of a sibling who shares joint living and financial arrangements with the (Federal family medical leave is different, call 866-487-9243 for more information.)

the spouse, domestic partner, parent or child is on active duty;

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

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,

101 and the employee needs the time to Prepare for and attend court proceedings; or Receive medical treatment; or Obtain necessary services to remedy crisis

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 is ill.

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 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 located at: 45 Commerce Drive

> > Telephone: 207-623-7900

TTY users call Maine Relay 711.

Website: www.maine.gov/labor/bl

Email: bls.mdol@maine.gov

At-Will Employment — Under Maine law, an at-will employee may be terminated for any reason not specifically prohibited by law. In most instances, you are an at-will employee unless you are covered by a collective bargaining agreement or other contract that limits termination. 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.



Job Safety and Health

All workers have the right to:

retaliated against.

- A safe workplace. 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.
- 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.
- that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

and safety concern with you or with OSHA, or reporting a work-related injury or illness.

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

 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.

Comply with all applicable OSHA standards.

- 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 OSHA-supported consultation programs in every state.



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



QR CODE Scan with phone camera: Go to: JJKeller.com/LLPverify Enter this code: 69394-012025

TWO ways to verify poster compliance!

FED-ME-ENG

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

62828

DEPARTMENT OF LABOR

UNITED STATES OF AMERICA

REV. 04/2023

LABOR

LAWS

FED YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake

REEMPLOYMENT RIGHTS You have the right to be reemployed in your civilian job if you leave that iob to perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice of your service you have five years or less of cumulative service in the uniformed

you return to work or apply for reemployment in a timely manner after conclusion of service: and you have not been separated from service with a disqualifying discharge or under other than honorable conditions. If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to

services while with that particular employer

military service or, in some cases, a comparable job.

are a past or present member

ME

of the uniformed service; uniformed service: have applied for membership in the uniformed service: or then an employer may not deny you initial employment

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

· any benefit of employment retention in employment The rights listed here may vary depending on the circumstances. The text because of this status. In addition, an employer may not retaliate against anyone assisting in the

enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no

are obligated to serve in the

Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it. Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.

Municipal Minimum Wage Ordinances Employers with employees who work in Bangor and/or Portland or any other municipality that passes a local minimum wage ordinance, may be subject to additional regulations and should check with municipal officials. A service employee is someone who regularly receives more than \$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

Compensatory or "comp" time cannot be used by private-sector employers, cycle in the workweek). For more information, contact:

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

fovertime is worked, it must be paid in accordance with state requirements.

their regular rate of pay. Employers have the right to allow or deny overtime, but

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 The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon reques Web site: www.maine.gov/labor/bls Email: bls.mdol@maine.gov

ME DEPARTMENT OF LABOR, BUREAU OF UNEMPLOYMENT COMPENSATION Maine Employment Security Law

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

Basic eligibility requirements How to file a claim for unemployment benefits All new and reactivated claims for unemployment benefits are filed either online, telephone or by mail. Do not delay in filing your claim once you are out of includes four calendar 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 quarters, and a total of six times the annual, average, weekly When filing, you will need to know your Social Security Number, Also, you should wage in Maine in the whole base period. In most cases, the Department of Labor have the names and addresses of all employers for whom you worked, and your has your wage information on file. If it is not on file, the Department will take steps dates of employment in the last 18 months

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.

Maine Department of Labor

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.

REQUESTS FOR SEXUAL FAVORS

OR CONTACT YOUR PERSONNEL DEPARTMENT:

RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT

more information, call 1-800-593-7660 toll free.

Bureau of Unemployment Compensation Benefits for partial unemployment: An employer shall issue a properly ompleted partial unemployment claim form to each employee who is customarily 97 State House Station, Augusta, ME 04333-0097 employed full-time and who is given less than full-time hours during a week due to lack of work, and who is not separated from that employer. The Maine Department of Labor provides equal opportunity in employment and programs Auxiliary aids and services are available to people with disabilities upon request.

SEXUAL HARASSMENT ON THE JOB IS ILLEGAL UNWELCOME SEXUAL ADVANCES SUGGESTIVE OR LEWD REMARKS 51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051 **UNWANTED HUGS, TOUCHES, KISSES**

ME DEPARTMENT OF LABOR, BUREAU OF LABOR STANDARDS Whistleblower's Protection Act

The Maine Human Rights Commission 51 State House Station This poster is available online at no charge and may be copied: Augusta, Maine 04333 https://www.maine.gov/labor/posters/ Tel: 207-624-6290 It is illegal for your boss to fire you, threaten you, retaliate TTY users call Maine Relay 711 You reported a violation of the law:

You tell your boss about the problem and allow a reasonable time for it To report a violation, unsafe condition or practice or an

You are a healthcare worker and you reported a medical error; You reported something that risks someone's health or safety: You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it; or You have been involved in an investigation or hearing held by the You are protected by this law ONLY if:

illegal act in your workplace, contact: (This information should be filled in by the employer)

in the workplace where workers can easily see it. Protection of Employees Who Report or Refuse to Commit Illegal Acts This poster describes some important parts of the law. A copy of the actual law or For more information or to file a complaint under this law,

against you or treat you differently because:

www.dol.gov Augusta, Maine 04330 Tel: 207-626-9160 www.osha.gov

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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

> P.O. Box 554 Portland, Maine 04112 Tel: 207-780-3344 U.S. Department of Labor/OSHA Web site: www.maine.gov/labor/bls

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

a place, other than a bathroom, that is shielded from view and free from intrusion

from coworkers and the public, which may be used by the employee to express

The 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

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 apply to the pump at work requirements

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

military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. **HEALTH INSURANCE PROTECTION** If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health

plan coverage for you and your dependents for up to 24 months while in the military. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any

waiting periods or exclusions (e.g., pre-existing condition

exclusions) except for service-connected illnesses or injuries.

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

Service (VETS) is authorized to investigate and resolve complaints of USFRRA violations For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra

If you file a complaint with VETS and VETS is unable to resolve it,

you may request that your case he referred to the Department

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

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against an employer for violations of USERRA.

of this notice where they customarily place notices for employees.

violations of state law and potentially federal law depending on the discrepancies

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

Employers shall keep, for three years, accurate records of hours worked and wages

The Department of Labor enforces state wage and hour laws. Employers with

questions about the law may call 207-623-7900 or may visit the department's

*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

legislature.maine.gov/statutes/26/title26sec664.html

Every employer shall give to each employee with the payment of wages a

Statements to Employees

and itemized deductions.

of Justice or the Office of Special Counsel, as applicable, for

of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text

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

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

DEPARTMENT OF LABOR, BUREAU OF LABOR STANDARDS

Minimum Wage

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

Minimum Wage is \$14.65 per hour effective January 1, 2025 Minimum Wage **Exemptions from Overtime** Under Maine labor laws, any business operating in the state with one employee is Maine statutes incorporate by reference the salary requirements under the Fair automatically covered by state law. This includes all public and private employers Labor Standards Act (FLSA). As of January 1, 2025 the minimum salary requirement regardless of profit or size. Effective January 1, 2025, the minimum wage in Maine 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 threshold— are

Minimum Wage Guidance although private-sector employers can allow employees to flex their time within www.maine.gov/labor/labor_laws/minimum_wage_faq.html the workweek (but not the pay period if the pay period is longer than a seven day legislature.maine.gov/statutes/26/title26sec664.html Overtime Guidance www.maine.gov/labor/labor laws/overtime.html

IOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the al minimum waae. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate.

Office at 603-666-7716

Rules Governing The Administration of the Employment Security Law states every employer shall post and maintain such notices to its workers. his 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. Fo This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/ **Full- and Part-Time Workers Earnings during the base period:** The "base period" is a one-year period that

Separation: If you were laid off from your last job due to a lack of work, no

other than lack of work, you will be scheduled for a fact-finding interview. A

Weekly requirements: Weekly eligibility requirements include being able to

Child support: If you owe child support that you pay to the Department of Health

Rev. 11/2019

and Human Services (DHHS), up to fifty percent (50%) of your unemployment

check may be withheld and sent to DHHS.

FAX (207) 624-8729

TTY: MAINE RELAY 711

www.maine.gov/mhrc

determination will then be made regarding your eligibility for benefits.

additional investigation is required. If you separated from your last job for reasons

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 job opportunities from the CareerCenters We provide language interpreter services in approximately 140 Aliens: If you are not a U.S. Citizen, your Social Security Number and/or your Alien commonly spoken languages. Arrangements will be made to have an Permit number will be checked with the United States Citizenship and Immigration interpreter assist you when you call the Unemployment Claims Center. To claim by mail: In some cases, your employer will give you a claim **Unemployment benefits are taxable:** Unemployment benefits are taxable and form. Mail your initial claim form to the Unemployment Claims Center have to be reported when you file your income tax forms.

THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST. MAINE HUMAN RIGHTS COMMISSION

Maine Law (Title 26 M.R.S.A. § 839) requires every employer to place this poster

DEPARTMENT / AGENCY CONTACT

The following agencies may provide useful information on workplace safety and labor laws: U.S. Department of Labor Wage and Hour Division Maine Department of Labor Bureau of Labor Standards 45 State House Station

> The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon **REV. 11/2019**

Augusta, Maine 04333-0045

Telephone: 207-623-7900

TTY users call Maine Relay 711

Email: bls.mdol@maine.gov

ME