M.G.L. Chapter 149, Section 148; 454 C.M.R. 27.05

Paystub Information

M.G.L. Chapter 151, Section 15

M.G.L. Chapter 149, Section 148C

Employers Must Not Discriminate M.G.L. Chapter 149, Section 105A;

M.G.L. Chapter 151B, Section 4

Paid Sick Leave

pay period, and hours worked (each day and week).

or their child to address the effects of domestic violence

Race or color Religion, national origin, or ancestry

Sex (including pregnancy)

same or comparable work as another employee of a different gender

Sexual orientation or gender identity or expression

payroll records at reasonable times and places



All workers have the right to:

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

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

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



\$7.25 PER HOUR BEGINNING JULY 24, 2009



non-mining, non-hazardous jobs with certain work hours restrictions. 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 wage, the employer must make up the difference. The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to 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.

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,

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 each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the 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.

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

Some state laws provide greater employee protections; employers must comply with both.

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.

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd VISION • WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISIO

Equal Pay Act COMMONWEALTH OF MASSACHUSETTS File a complaint with the Civil Rights Division of the Attorney General's Office by calling us at (617) 963-2917 or by filing a complaint

The Massachusetts Equal Pay Act. M.G.L. c. 149 § 105A, prohibits discrimination based on gender in the payment of wages, You employer may not pay you less than it pays an employee of a different gender performing comparable work. 'Coo that requires substantially similar skill, effort, and responsibility, and is performed under similar working condition:

 Employers may not refuse to consider you for a job based on how much you earned in your last job Employers generally may not prohibit you from talking about either your own wages or your coworkers' wages
 You cannot be retaliated against for exercising your rights under the law.

A seniority system, Production, sales, or revenue based systems of pay, The geographic location of the jobs, Job-related differences in If you are applying for a new job, the employer may not ask you how much you have been paid in the past until after making you a job

Massachusetts Commission Against Discrimination
If you believe an employer has intentionally discriminated against you based on your gender, you may also be able to file a complaint with the Massachusetts Commission Against Discrimination. For more information, call (617) 994-6000 or visit www.mass.gov/file-a-Help Finding a Lawyer
You also have the right to file a complaint in court. For help finding at attorney, contact the Massachusetts Bar Association's Lawyer



No Smoking It is illegal to smoke in this establishment. Massachusetts

Smoke-Free Workplace Law By order of M.G.L. Chapter 270. Section 22



Earned Sick Time

WHO QUALIFIES? WIS IT EARNED?

Inployees earn at hour of sick time for every 30 hours they work.
Inployees can earn and use up to 40 hours per year if they work enough hours.
Inployees with unused earned sick time at the end of the year can rollover up to 40 hours.
Inployees begin earning sick time on their first day of work and may begin using earned sick time 90 days after starting work.
IT BEAND?

EARNED SICK TIME Notice of Employee Rights
Beginning July 1, 2015, Massachusetts employees have the right to earn and take sick leave from work

If an employer has 11 or more employees, sick time must be paid ust be paid on the same schedule and at the same rate as regular wages.

*An employee can use sick time when the employee or the employee's child, spouse, parent, or parent of a spouse is sick, has a medical appointment, or has to address the effects of domestic violence.

Yes, An employer can have a DIFFERENT POLICY;
Yes, An employer can have their own sick leave or paid time off policy, so long as employees can use at least the same amount of time, for the same reasons, and with the same job-protections as under the Earned Sick Time Law. • Employees using earned sick time cannnot be fired or otherwise retaliated against for exercising or attempting to exercise rights under the law.

ples of retaliation include: denying use or delaying payment of earned sick time, firing an employee, taking away work hours, or st notify their employer before they use sick time, except in a emergency. Employers may require employees to use a reasonable notification system the employer creates
 If an employee is out of work for 3 consecutive days OR uses sick time within 2 weeks of leaving their job, an employer may require Call the Fair Labor Division at 617-727-3465 • Visit <u>www.mass.gov/ago/earnedsicktime</u> The Attorney General enforces the Earned Sick Time Law and regulations. It is unlawful to violate any provision of the Earned Sick

Time Law. Violations of any provision of the Earned Sick time law, M.G.L. c. 149, § 148C, or these regulations, 940 CMR 33.00 shall be subject to paragraphs (1), (2), (4), (6) and (7) of subsection (b) of M.G.L. c. 149, §27C(b) and to § 150. This notice is intended to inform. Full text of the law and regulations are available at www.mass.gov/ago/earnedsicktir.

Sexual Harassment

It is the goal of the Commonwealth of Massachusetts to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings related to their employment is unlawful and will not be tolerated by the Commonwealth. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees. Because the Commonwealth of Massachusetts takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

ion to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of imployment or as a basis for employment decisions; or, (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. creating an intimidating, hostile, humilating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the several can dis pervasiveness:

"Unwelcome sexual advances — whether they involve physical touching or not; "Sexual epithets, jokes, written or oral references to example the point of the conduct receive perval company to an individual's beginned and interest and in the property of the company to a preligiously in the point of the p *Displaying sexually suggestive objects, pictures, cartoons; "Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; "Inquiries into one's sexual experiences; and, "Discussion of one's becauta detivities." The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless

ender, may be a witness to and personally offended by such conduct. The harasser may be anyone including a supervisor, a coworker, or a non-employee, such as a recipient of public services or a vendor. All employees should take special note that, as stated above, retaliation against an individual who has complained about sexua arassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and ill not be tolerated by the Commonwealth of Massachusetts. will not be tolerated by the Commonwealth of Massachusetts.

III. Complaints of Sexual Harassment if any Commonwealth employee believes that he/she has been subjected to sexual harassment, the employee has the right to file a complaint. This may be done in writing or orally. If you would like to file a complaint you may do so by contacting your agency's Sexual Harassment Officer. The Sexual Harassment of fice is also available to discuss any concerns you may have and to provide information to you about the Commonwealth's policy on sexual harassment and the Commonwealth's complaint process. The procedures for reporting sexual harassment can be located on the HRD website at or by contacting the Human Resources Division.

IV. Sexual Harassment Investigation

When a state agency receives a complaint it will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted by the Sexual Harassment Officer in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The Sexual Harassment Officer will also interview the person alleged to have committed sexual harassment. When the investigation is completed, the agency will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, the state agency will act promptly to liminate the offending conduct, and where it is appropriate will impose disciplinary action.

V. Disciplinary Action
If it is determined that an employee has engaged in inappropriate conduct, the state agency will take such action as is appropriate
under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms
of disciplinary action deemed appropriate under the circumstances.
VI. State and Federal Remedies
In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or
both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these
agencies. Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD - 300 days). 1. The United States Equal Employment Opportunity Commission ("EEOC") One Congress Street, 10th Floor Boston, MA 02114, (617) The Massachusetts Commission Against Discrimination ("MCAD") Boston Office: One Ashburton Place, Rm. 601, Boston, MA (617) 994-6000. Springfield Office: 424 Dwight Street, Rm. 220, Springfield, MA 01103, (413) 739-2145.

Unemployment Insurance Coverage Information on Employees' Unemployment Insurance Coverage

_Employer DUA ID #: Employer name : Employees of this business or organization are covered by Unemployment Insurance (UI), a program financed entirely by Massachusetts employers. No deductions are made from your salary to cover the cost of your

Offenjioyintent insulance detents.

If you lose your job, you may be entitled to collect Unemployment Insurance. Outlined below is the information you need in order to apply for Unemployment Insurance (UI) benefits. Before you file, your employer will give you a copy of the pamphlet: How to Apply for Unemployment Insurance Benefits, provided by the Massachusetts Department of Unemployment Assistance (DUA).

You must be in the United States, its territories, or Canada when filing a claim or certifying for weekly UI benefits.

an appeal online. To apply for benefits using UI Online, go to www.mass.gov/dua, and select UI Online for Claimants, and complete the required information to submit your application.

UI Online is a secure, easy-to-use, self-service system. You can apply for benefits, reopen an existing claim, request weekly benefit payments, check your claim status, sign up for direct deposit, update your address, and even file

Unemployment Insurance services are available by telephone. You can apply for Unemployment Insurance benefits, reopen a current claim, obtain up-to-date information on the status of your claim and benefit payment, resolve problems, and sign up for direct deposit — all by telephone. To apply for benefits by telephone, call the TeleClaim Center at 1-877-626-6800 from area codes 351, 413, 508, 774, and 978; or 1-617-626-6800 from any other area code. You will be asked to enter your Social Security Number and the year you were born. You will then be connected to an agent who will take the information necessary to file your claim.

Assigned Day to Call Teleclaims is: Note: During peak periods from Monday through Thursday, call scheduling may be Monday

mplemented, providing priority for callers based on the last digit of their Social Security Numbe This helps ensure that you and Tuesday others can get through to the TeleClaim Center in a timely manner. Please check the schedule 4, 5, 6 Wednesday on the right before calling.

7, 8, 9 Thursday Any last digit IMPORTANT: Massachusetts General Law, Chapter 151A, Section 62A requires that this notice be displayed at each site operated by an An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For hearing-impaired relay services, call 711. www.mass.gov/dua

IRS Withholding

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

YOU MAY NEED TO CHECK YOUR WITHHOLDING

ALTERNATE:

LABORLAWSOLUTIONS.COM

To any of these or you owed extra tax when you filed your last return, you 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/individuals on the IRS website Your nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started Employer: Please poster or publish this Bulletin Board Poster so that your employees will see it. Please indicate or ended a job)? Your itemized deductions? Your tax credits? where they can get forms and information on this subject.

Payday Notice

□ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY

☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐ AND

PAY SCHEDULE IS

PAYCHECKS ARE ISSUED ON THE OF THE MONTH

Emergency Notice

abor Law Solutions"

HAZARDOUS MATERIAL

State Minimum Wage and Wage & Hour Laws

An employer cannot deduct money from an employee's pay unless the law allows it (such as

who requires an employee to buy or rent a uniform must refund the actual costs to the

The law also puts limits on when and how much money an employer can take from an

employee's pay for housing and meals the employer gives to the employee.

Office of Massachusetts

(617) 727-3465 TTY (617) 727-4765

State law requires all employers to post this notice at the workplace in a location where it can easily be read. M.G.L. Chapter 151, Section 16; 454 C.M.R. 27.07(1)

In Massachusetts, all workers are presumed to be employees. The minimum wage applies to all agricultural workers (\$8.00 per hour is the minimum wage for most agricultural workers), members of a religious order, workers being trained in certain educational, nonprofit, or religious organizations, and

Effective Date Minimum Wage Service Rate January 1, 2017 \$11.00 \$3.75 January 1, 2019 \$12.00 \$4.35 \$4.95 January 1, 2020 \$12.75 January 1, 2021 \$13.50 \$5.55 \$14.25 January 1, 2022 \$6.15

\$15.00

M.G.L. Chapter 151, Section 7

January 1, 2023

The hourly "service rate" applies to workers who provide services to customers and who make mer houry service rate applies to workers who provide services to customers and who make more than \$20 a month in tips. The average hourly tips, plus the hourly service rate paid to the worker must add up to the minimum wage per each shift. Employers, owners and employees with managerial or supervisory responsibilities on a given day must never take any of your tips. Tips and service charges listed on a bill must be given only to wait staff, service bartenders, or other service employees. Tip pooling is allowed only for wait staff, service bartenders, and other

M.G.L. Chapter 151, Sections 1A and 1B Generally, employees who work more than 40 hours in any week must be paid overtime. Overtime pay is at least 1.5 x the regular rate of pay for each hour worked over 40 hours in a week. For some employees who get paid the "service rate," the overtime rate is 1.5 x the basic minimum wage, not the service rate. Exception: Under state law, some jobs and workplaces are exempt from overtime. For a complete list of overtime exemptions, visit www.mass.gov/ago/

fairlabor or call the Attorney General's Fair Labor Division at (617) 727-3465.

M.S.L. Citapier 149, Section 140, 434 C.M.R. 27.02

The law says when, what, and how employees must be paid. An employee's pay (or wages) includes payment for all hours worked, including tips, earned vacation pay, promised holiday pay, and earned commissions that are definitely determined, due and payable. Hourly employees must be paid every week or every other week (b'-weekly). The deadline to pay is 6 or 7 days after the pay period ends, depending on how many days an employee worked during

Employees who quit must be paid in full on the next regular payday or by the first Saturday after

M.G.L. Chapter 149, Sections 56 -105

Dangerous Jobs & Tasks Minors Must Not Do

Work Permits Required - Most workers under 18 must obtain a work permit. Employers must keep their minor workers' work permits on file at the worksite. To get a work permit, the minor must apply to the superintendent of the school district where the minor lives or goes to school. To learn more about getting a work permit, contact the Department of Labor Standards at (617) 626-6975, or www.mass.gov/dols.

16 & 17 · Drive most motor vehicles or forklifts Handle, serve, or sell alcoholic beverage Work at a job that requires that he employee have or use a firearm
 Use, clean or repair certain kinds of power-driven machines • Cook (except on electric or gas grills that do not have open flames), operate fryolators, rotisseries, NEICO • Work in freezers or meat coolers Perform any baking activities
 Work in or near factories, construction sites, manufacturing plants, mechanized workplaces, garages, tunnels, or other risky prollers, or pressure cookers Operate, clean or repair power-driven food slicers, grinders, choppers, processors, cutters, and mixers Jnder 14 · Minors under 14 cannot work in Massachusetts in most cases These are just some examples of tasks prohibited under both state and federal law. For a complete list of prohibited jobs for minors, contact the Attorney General's Fair Labor Division (617) 727-3465 • www.mass.gov/ago/youthemployment. Or contact the U.S. Department of Labor: (617) 624-6700 • www.youth.dol.gov Time & Schedule Restrictions for Minors

At night, from 10 p.m. to 6 a.m. (or past 10:15 if the employer stops serving customers at 10 p.m.) · More than 9 hours per day Exception: On non-school nights, may work until 11:30 p.m. or until midnight, if working at a restaurant of · More than 48 hours per weel · More than 6 days per week At night, from 7 p.m. to 7 a.m. Exception: When school is not in session During the School Year:* · More than 6 days per week More than 3 hours on any school day More than 18 hours during any week
 More than 8 hours on any weekend or holiday

Contact the Attorney General's Fair Labor Division: (617) 727-3465 – www.mass.gov/ago/fairlabo

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. nembers and applicants for membership in a union What Organizations are Covered?

• Most private employers

• State and local governments (as emplo

• Educational institutions (as employers) 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 bases of:

 * Nace
 * Color
 * Religion
 National origin
 * Sex (including pregnancy and related conditions, sexual orientation, or gender identity)
 * Age (40 and older)
 Disability
 * Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
 * Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding. What Employment Practices can be Challenged as Discriminatory? Il aspects of employment, including: Discharge, firing, or lay-off Harassment (including unwelcome verbal or physical conduct)

- Assignment

- Pay (unequal wages or compensation)

- Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief, observance or practice

- Benefits

 Notice and the state of th What can You Do if You Believe Discrimination has Occurred?
Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filling a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways: Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx

Call 1-800-669-4000 (toll free)
1-800-669-6820 (TTY)
1-844-234-5122 (ASL video phone)
Visit an EEOC field office (information at
www.eeoc.gow/field-office)
E-Mail info@eeoc.gov

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS
The Department of Labor's Office of Federal Contract Compliance Programs epartment of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments panies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or ntract, you are protected under Federal law from discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin
Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. Asking About, Disclosing, or Discussing Pay
Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. Disability
Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified 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 to employ and advance in employment qualifier individuals with disabilities at all levels of employment, including the executive level. Protected Veteran Status
The Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active 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 ederal contractors under these Federal laws.

The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://dccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofcop/contact. 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 financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment 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.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediatel

Polygraph Protection

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

sciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

ral, 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 of pharmaceutical manufacturers, distributors and dispensers 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 economic loss to the employer.

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie

test results disclosed to unauthorized persons. ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions. THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

Family Medical Leave Act

HEALTH INSURANCE PROTECTION

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION LEAVE ENTITLEMENTS: Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period

or the following reasons:
The birth of a child or placement of a child for adoption or foster care; The birth of a child or placement of a child for adoption or foster care;
To bond with a child (leave must be taken within 1 year of the child's birth or placement);
To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.
An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.
An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA BENEFITS & PROTECTIONS: While employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employments.

terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS: An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee Have worked for the employer for at least 12 months: Have at least 1,250 hours of service in the 12 months before taking leave; and

> • FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS • 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 military service or certai types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present memb the uniformed services.

If you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

ion on toxic and hazardous substances. These rights include:

Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE: Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer is usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employee that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave in the cannot perform daily activities. Internace common personn using accordances, or that inospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required. EMPLOYER RESPONSIBILITIES: Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the EMPLOYER RESPONSIBILITIES: Once an employer foecomines aware triat an employer as need on leave is not a reason marking quality griden and interpreted employer in the or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees in the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave. ENFORCEMENT: Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

USERRA

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

you ansure that your employer receives advance written or verbal notice of your service; you have five years or less of cumulative service in the uniformed services while with that particular employer; 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. . 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 VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRAAdvisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA. If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in

in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions

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 reinstate

employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees

Applicants to and employees of private employers with 6 or more employees*, state and local governments, employment agencies and labor organizations are protected under Massachusetts General Laws Chapter 151B from discrimination on the following bases: RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, GENETIC INFORMATION, ANCESTRY, MILITARY M.G.L. c. 151B protects applicants and employees from discrimination in hiring, promotion, discharge, compensation, benefits, training, classification and other aspects of employment on the basis of race, color, religion, national origin (including unlawful language proficiency requirements), age (if you are 40 years old or older), sex (including pregnancy), gender identity, sexual orientation, genetic information, ancestry, and military service. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose an undue hardship. nent includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to or

ejection of such advances, requests or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with a person's work performance by creating an intimidating, hostile numiliating or sexually offensive work environment. The law also prohibits harassment based on the protected classes set forth above. The law requires employers to grant an employee who has completed an initial probationary period and has given two (2) weeks' notice of the anticipated date of departure and the employee's intention to return, at least eight (8) weeks of paid or unpaid leave for the purpose of childbirth, adoption of a child under 18, or adoption of a child under 23 years old if the child has a mental or physical disability. M.G.L. c. 151B prohibits discrimination the basis of disability, a record of disability or perceived disability, in hiring, promotion, discharge, compensation, benefit training, classification and other aspects of employment. Disability discrimination may include failing to reasonably accommodate an otherwise qualified person

It is illegal to retaliate against any person because s/he has opposed any discriminatory practices or because s/he has filed a complaint, testified, or assisted in any proceeding before the Commission. It is also illegal to aid, abet, incite, compel or coerce any act forbidden under M.G.L. c. 151B, or attempt to do so. DOMESTIC WORKERS

M.G.L. c. 1518 prohibits discrimination and harassment against certain domestic workers where the employer has one (1) or more employee.* While some exclusions apply, domestic workers generally include individuals paid to perform work of a domestic nature within a household on a regular basis, such as housekeeping, housecleaning, namny services, and/or caretaking. Employers are prohibited from engaging in sexual harassment and harassment and/or discrimination based on the protected classes described above, i.e. race, color, etc. Domestic workers are also entitled to parental leave.

CRIMINAL HISTORY INQUIRIES kelminake instance in the control in Employers may not refuse to hire or terminate an employee for failing to furnish information regarding his/her admission to a facility for the care and treatment of mentally ill persons. An employment application may not seek information about an applicant's admission to such a facility.

IF YOU HAVE BEEN DISCRIMINATED AGAINST

An agreement with your employer to arbitrate your discrimination claim(s) does not bar you from filing a charge of discrimination Boston Office: 1 Ashburton Pl., Suite 601, Boston, MA 02108 - P: 617-994-6000 F: 617-994-6024 New Bedford Office: 800 Purchase St., Room 501, New Bedford, Mo 2740 – P: 508-990-2390 F: 508-990-4260 Springfield Office: 436 Dwight St., Room 220, Springfield, MA 01103 – P: 413-739-2145 F: 413-784-1056 Worcester Office: 484 Main St., Room 320, Worcester, MA 01608 – P: 508-483-9630 F: 508-755-3861 For more information, please see our website: www.mass.gov/mcad/

ealth of Massachusetts Department of Labor Division of Occupational Safety KNOW LAW, Chapter 111F of the Massachusetts General Laws, provides rights to Public Sector employees* regarding the communication of

WORKPLACE NOTICE- A notice must be posted in a central location in the workplace informing employees of their rights under the law. The notice must be in the English language. In workplaces where employees' first language is other than English, the notice must be posted in that language. TRAINING- Employers must provide an annual training program to employees who work with toxic or hazardous substances. New employees must receive raining within thirty days from date of hire. The training program must be conducted by a competent person and may be in the form of verbal and/or written struction. At a minimum, training must include an explanation of employee rights, information on how to read an MSDS, the specific hazards of the chemicals seed, handled or stored in the workplace, the type of personal protective equipment to be worn, and information on labeling of hazardous substances. This raining must be done with pay during the employee's normal work shift or work hours. A record of this training must be maintained by the employer. MATERIAL SAFETY DATA SHEET (MSDS)- The Material Safety Data Sheet is the document that provides information on each toxic or hazardous substance ised or stored in the workplace. An employee or his or her designated representative has the right to obtain and examine the MSDS for any toxic or hazardous substance to which the employee "is, has been, or may be", exposed, if the employee's request is made to the employer in writing. After four working days from he date the request is made, an employee can refuse to work with the substance under two circumstan 1. The employer fails to: (a) furnish the employee with the MSDS and (b) furnish the employee with proof that the employer has exercised diligent effort to obtain the MSDS, either through the manufacturer or through the Deputy Director of the Division of Occupational Safety, or, 2. The MSDS provided by the employer is incomplete or outdated.

NON-DISCRIMINATION- An employee who believes he or she has been discharged, disciplined, or in any other manner discriminated against by an employer for exercising rights granted under the Law, has one hundred eighty days following the violation of the Law or following the date on which he or she obtained knowledge that a violation occurred, to file a complaint with the Deputy Director of the Division of Occupational Safety. A copy of the complaint must be sent to the NOTE- The employee rights listed above are further defined in Chapter 111F of the Massachusetts General Laws and the Code of Massachusetts Regulations

All Right-to Know Inquiries should be addressed to 1001 Watertown Street Phone: 617-969-7177 Fax: 617-727-4581 *Private sector employees in Massachusetts are covered by a similar regulation, the Hazard Communication Standard (29

Parental Leave Act

the two employees are entitled to an aggregate of 8 weeks of leave. The law clarifies that an employee seeking leave must provide at least 2 weeks' notice of the anticipated date of departure and the employee's intention to return, but also permits the employee to provide notice as soon as practicable if the delay is for reasons beyond the employee's control. The law clarifies that an employee on parental leave for the adoption of n Act Relative to Parental Leave expands the current maternity leave law, G.L. c. 149, § 105D, which is enforced by the Massachusetts

Commission Against Discrimination (MCAD). Currently, Massachusetts law requires employers with six or more employees to provide eight weeks of unpaid maternity leave for the purpose of giving birth or for the placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled, for adoption. The new law goes into effect on April 7, 2015 and expands the current leave law in the following ways: The parental leave law is now gender neutral. Both men and women are entitled to parental leave. If the employer agrees to provide parental leave for longer than 8 weeks, the employer must reinstate the employee at the end of the extended leave unless it clearly informs the employee in writing before the leave and before any extension of that leave, that taking longer than 8 weeks of leave shall result in the denial of reinstatement or the loss of other rights and henefits. he loss of other rights and benefits. The law clarifies that the right to leave applies to employees who have completed an initial probationary period set by the terms of employment, but which is not greater than 3 months. The law provides that if two employees of the same employer give birth to or adopt the same child

Visit our website for more resources and instructions on filing a complaint: www.mass.gov/mcad

Notice of Benefits Available Under M.G.L. Chapter 175M Paid Family and Medical Leave (PFML)

Generally, a worker qualifies as a covered individual eligible for PFML benefits if they are:

covered by unemployment insurance in Massachusetts and paid wages by a Massachusetts employer; or a self-employed individual who resides and works in Massachusetts and chooses to opt-in to the program; and

PARENTAL LEAVE

1,129.82 (adjusted annually).

• up to 26 weeks of paid family leave in a benefit year to care for a family member who is a covered service member with Covered individuals are eligible for no more than 26 total weeks, in the aggregate, of paid family and medical leave in a single benefit To fund PFML benefits, employers may deduct payroll contributions of up to 0.318% (adjusted annually) from a covered individual's wages or

other earnings. A covered individual's average weekly earnings will determine his or her benefit amount, for a maximum weekly benefit of up to \$

Generally, an employee who has taken paid family or medical leave must be restored to the employee's previous position or to an equal position, with the same status, pay, employment benefits, length-of-service credit, and seniority as of the date of leave.

• An employee or former employee who is discriminated or retaliated against for exercising rights under the law may, not more than three years after the violation occurs, institute a civil action in the superior court, and may be entitled to damages of as much as three times his or her lost If an employer offers employees paid family leave, medical leave, or both, with benefits that are at least as generous as those provided under the law, the employer may apply for an exemption from paying the contributions. Employees continue to be protected from discrimination and retaliation under the law even when an employer opts to provide paid leave benefits through a private plan.

If you have questions or concerns about your Paid Family and Medical Leave rights, please call: (833) 344-7365 or visit: https://www

Workers' Compensation The Commonwealth of Massachusetts DEPARTMENT OF INDUSTRIAL ACCIDENTS 600 Washington Street. Boston. Massachusetts 02111

As required by Massachusetts General Law, Chapter 152, Sections 21, 22 & 30, this will give you notice that I (we) have provided for payment to our injured employees under the above-mentioned chapter by insuring with:

POLICY NUMBER EFFECTIVE/DATES NAME OF INSURANCE AGENT/ADDRESS/PHONE # EMPLOYER'S WORKERS' COMPENSATION OFFICER (IF ANY)/DATE **EMPLOYER/ADDRESS**

ADDRESS

M.G.L. Chapter 149, Section 148
All employees must get a statement, at no cost, with their pay that says the name of the employer and employee, the date of payment (month, day, and year), the number of hours worked during the pay period, the hourly rate, and all deductions or increases made during the Leave M.G.L. Chapter 149, Section 52D

child's doctor or dentist appointment, or elderly relative's doctor or dentist appointments, or other appointments Employees are eligible for this leave if the employer has at least 50 employees and the been employed for at least 12 months by the employer and

Labor Laws change often. Please call your distributor twice a year to confirm if you are in compliance

worked at least 1,250 hours for the employer during the previous 12-month period Most employees must be paid for 3 hours at no less than minimum wage if the employee is scheduled to work 3 or more hours, and reports to work on time, and is not given the expected

state and federal income taxes), or the employee asked for a deduction to be made for the employee's own benefit (such as to put money aside in the employee's savings account). An employer cannot take money from an employee's pay for the employer's ordinary business costs (for example: supplies, materials or tools needed for the employee's job). An employer M.G.L. Chapter 149, Section 159C

To learn about rights of temporary workers and employees hired through staffing agencies, cal M.G.L. Chapter 149, Section 190

Hours worked or "working time" includes all time that an employee must be on duty at the employer's To learn about additional rights for workers who provide housekeeping, cleaning, childcare poking, home management, elder care, or similar services in a household, go to www.mass

Most employees who work more than 6 hours must get a 30-minute meal break. During their meal break, employees must be free of all duties and free to leave the workplace. If, at the request of the employer, an employee agrees to work or stay at the workplace during the meal break, the employee must get paid for that time. **Public Works and Public Construction Workers** M.G.L. Chapter 149, Section 26-27H Payroll records must include the employee's name, address, job/occupation, amount paid each the prevailing wage, a minimum rate set by the Department of Labor Standards based on the Employers must keep payroll records for 3 years. Employees have the right to see their own Domestic Violence Leave

M.G.L. Chapter 149, Section 52E
Employees who are victims, or whose family members are victims, of domestic violence, sexual assault, stalking or kidnapping have the right to 15 days of leave for related needs, such as Most employees have the right to earn 1 hour of sick leave for every 30 hours they work, and health care, counseling, and victims services; safe housing; care and custody of their children; they may earn and take up to 40 hours of sick leave a year. Employees begin accruing sick time and legal help, protective orders, and going to court.

The leave can be paid or unpaid depending on the employer's policy. This law applies to Eligible employees may use their sick leave if they or their child, spouse, parent, or spouse's parent is sick, injured, or has a routine medical appointment. They may also use sick leave for themselves Employees Have the Right to Sue Unless it is an emergency, employees must notify the employer before using sick leave. Employees who miss more than 3 days in a row may need to provide their employer a doctor's Employees have the right to sue their employer for most violations of wage and hour laws

Employees may sue as an individual or they may sue their employer as a group if they have similar complaints. Employees who win their case will receive back pay, triple damages, attorneys' fees, and court costs. Important! There are strict deadlines for starting a lawsuit. For most cases, the deadline is 3 years after the violation. Employers with 11 or more employees must provide paid sick leave. Employers with fewer than 11 employees must provide sick leave; however, it does not need to be paid. **Employers Must Not Retaliate**

this against the law for an employer to punish or discriminate against an employee for making a complaint or trying to enforce the rights explained in this poster. Subject to certain limited exceptions, employers must not pay one employee less for doing the The laws explained in this poster apply to all workers, regardless of immigration status, including undocumented workers. If an employer reports or threatens to report a worker to immigration They must not discriminate in hiring, pay or other compensation, or other terms of employment authorities because the worker complained prosecuted and/or subject to civil penalties.

Equal Employment Opportunity Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov

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. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reaso accommodation, can perform the essential functions of the job.

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 Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection

uniformed service; then an employer may not deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • any benefit of 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

If you feel you have been harassed or discriminated against, you should immediately file a charge of discrimination with the Massachusetts Commission Against Discrimination, www.mcad.gov, at one of the offices below.

Right To Know Act

a child shall be entitled to the same benefits offered to an employee on leave for the birth of a child. The law expands the notice requirements mandating that employers keep a posting in a conspicuous place describing the law's requirements and the employer's policies as to parenta Boston: One Ashburton Place, Room 601, Boston, MA 02108; 617-994-6000 Springfield: 436 Dwight Street, Room 220, Springfield, MA 01103; 413-739-2145 Worcester: 484 Main Street, Room 320, Worcester, MA 01608; 508-453-9630 New Bedford: 800 Purchase, Room 501, New Bedford, MA 02740; 508-990-2390

Paid Family and Medical Leave (MassPFML)

617-727-4900 - http://www.mass.gov/dia

NAME OF INSURANCE COMPANY ADDRESS OF INSURANCE COMPANY

Adult Supervision Required After 8 p.m. - After 8 p.m., all minors must be directly supervised by an adult who is located in the workplace and is reasonably accessible Exception: Adult supervision is not required for minors working at a kiosk or stand in a common area of an enclosed shopping mall that has security from 8 p.m. until the mall closes.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately dederal agency providing such assistance.

WAGE AND HOUR DIVISION

Fair Employment

LABELING- All containers in the workplace of more than five pounds or more than one gallon, containing toxic or hazardous substances, must be labeled with the chemical name of the substance. Containers of mixtures must be labeled with the chemical name of each toxic or hazardous constituent when the constituents comprise one percent or more of the mixture. Containers must also be labeled with the appropriate National Fire Prevention Association (NFPA) symbol if available. Labels must be clear, prominent, in English and weather resistant. There are some exceptions to the labeling requirements for containers which are labeled in accordance with certain Federal laws.

Covered individuals may be entitled to family and medical leave for the following reasons:

• up to 20 weeks of paid medical leave in a benefit year if they have a serious health condition that incapacitates them from work.

• up to 12 weeks of paid family leave in a benefit year related to the birth, adoption, or foster care placement of a child, to care for a family member with a serious health condition, or because of a qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call to active duty in the Armed Forces. Employers must continue to provide for and contribute to employees' employment-related health insurance benefits, if any, at the level and under the conditions coverage would have been provided if the employees had continued working for the duration of such leave. • It is unlawful for an employer to discriminate or retaliate against an employee for exercising any right to which s/he is entitled under the law.

NAME OF HOSPITAL MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

The above named insurer is required in cases of personal injuries arising out of and in the course of employment to furnish adequate and reasonable hospital and medical services in accordance with the provisions of the Workers Compensation Act. A copy of the First Report of Injury must be given to the injured employee. The employee may select his or her own physician. The reasonable cost of the services provided by the treating physician will be paid by the insurer, if the treatment is necessary and reasonably connected to the work related injury. In cases requiring hospital attention, employees are hereby notified that the insurer has arranged for such attention at the