# **New Jersey & Federal Employment Notices**

DATE POSTED: Labor Laws change often. Please call your distributor twice a year to confirm if you are in compliance. All Rights Reserved. Unauthorized copies are illeg







## 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.

## **Employers must:**

NOTE: OSHA REQUIRES THAT REPRODUCTIONS OR FACSIMILES OF THE POSTER BE AT LEAST 8.5" X 14" INCHES WITH 10 POINT TYPI

- 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.



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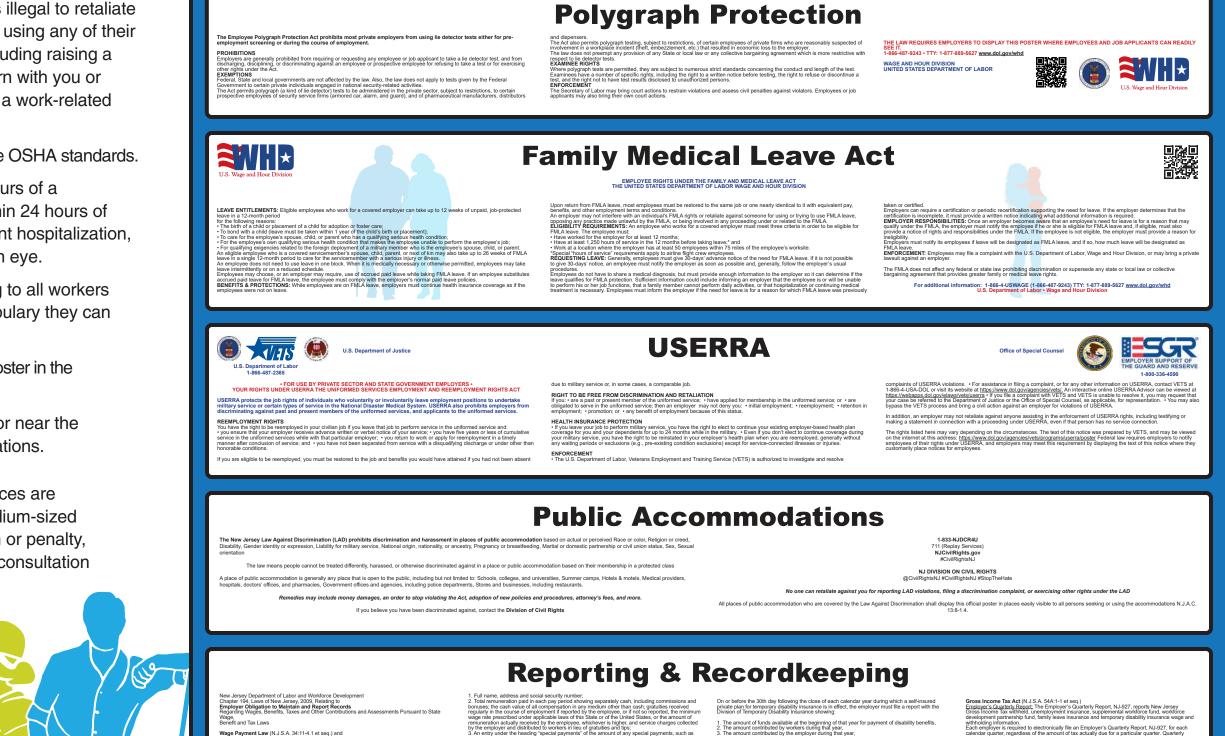
# **Equal Employment Opportunity**

## Know Your Rights

he U.S. Equal

ERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

Zuu Constitution Avenue, N.W. Washington, D.C. 20210 1–800–397–6251 (toll-free)



## Contact OSHA. We can help.

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

# Employers subject to the state minimum wage law are obligated to pay the higher rate **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. r rate of pay for all hours worked over 40 in a workweek.

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 s old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions.

loyees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped of at least 32.15 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's 15 per hour don tegal the minimum houry wage, the employer must make up the difference.

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. Employen ide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used to breast milk.

ions of the law. Civil money penalties for each ions of the law. Civil money penalties may also be assessed for violations of the FLSA's ci d for each child labor violation that results in the death or serious injury of any minor emplo a writin ations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any ding under the FLSA.

ADDITIONAL INFORMATION: Cortain accupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Special provisions apply to workers in American Samoa, International Commonwealth of Puerto Rico. Some stable laws provide greater employee protections; employers must comply with both, maily 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.

udents, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by 1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd WAGE AND HOUR DIVISION • WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

## **New Jersey's Minimum Wage**

Date	Most Employers	Seasonal & Small Employers (fewer than 6)	Agricultural Employers	* Cash Wage for Tipped Workers	Wage for Long-Term Care Facility Direct Care Staff Members***
January 1, 2020	\$11	\$10.30	\$10.30	\$3.13	\$11, \$14 as of 11/1/20
January 1, 2021	\$12	\$11.10	No Change	\$4.13	\$15
January 1, 2022	\$13	\$11.90	\$11.05	\$5.13	\$16
January 1, 2023	\$14.13	\$12.93	\$12.01	\$5.26	\$17.13
January 1, 2024	\$15	\$13.50	\$12.50	No Change	\$18
January 1, 2025	TBD	\$14.30	\$13.40	TBD	TBD
January 1, 2026	TBD	\$15.00	\$14.20	TBD	TBD
January 1, 2027	TBD	TBD	\$15	TBD	TBD

\* Under the law, the "effective minimum wage rate" for any given year covered by this chart is the highest of the federal minimum wage rate, the minimum wage rate set by New Jersey statute, or a minimum wage rate adjusted to account for increases in the Consumer Pri Index (CPI). The minimum wage rates listed in the chart through 2022 are the true effective minimum wage rates for those years. However, the minimum wage rates listed for 2023 and the following years reflect only the NJ statutory rates (and, thus, are estimates), in that we do not yet know whether either the federal minimum wage rate or the CPI-adjusted rates will exceed the NJ statutory rates for those years.

\*\* Cash wage plus tips must equal at least the State minimum wage.

\*\* As of 11/1/2020, Long-Term Care Facility Direct Care Staff Members are paid \$3.00 above the State minimum hourly wage and increases accordingly anytime the State minimum wage increases vertime at the time and a half regular rate is due with the exception of certain truck drivers, loaders, helpers and mechanics involving vehicles weighing in excess of 10,000 lbs. GVW and who travel intr

**Family Leave Insurance** 

## is subject to the Family Leave Insurance provis

s up to 6 weeks of family leave insurance benefits. Beginning July 1, 2020, the law will allow up to 12 weeks of continuous of intermittent leave. Employees who are covered by family leave insurance can apply for benefits to:

bond with a child within 12 months of the child's birth or placement by adoption or foster care. The applicant, or the applicant's spouse or domestic or civil union partner, must be the child's biological, adoptive or foster parent, unless a surrogate carried the child.
 care for a family member with a serious health condition. Supporting documentation from a health care provider is mandatory.
 care for a victim of domestic violence or a sexually violent offence or for a victim's family member.

"Family member" means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, civil union partner, and any other person related by blood to the employee or with whom the employee has a close association that is the equivalent of a family relationship.

"Child" means a biological, adopted, or foster child, stepchild or legal ward of a parent. A child gained by way of a valid written contract between the parent and a surrogate (gestational carrier) is included in this definition.

State Family Leave Insurance Plan ("state plan") You can get program information and an application for family leave benefits (form FL-1) online at myleavebenefits.nj.gov, by phone at 609-292-7060, or by mail: Division of Family Leave Insurance, P.O. Box 387, Trenton, NJ 08625-0387.

Private Family Leave Insurance Plan ("private plan") An employer may provide family leave insurance through a private insurance carrier, if this Division approves the plan. If your employer has an approved private plan, your employer must provide information about coverage and provide the forms to apply for benefits.

Who pays for Family Leave Insurance? Payroll contributions from employees finance this program. Family leave insurance coverage under the state plan will require contributions to be deducted from employee wages. The deductions must be noted on the employee's pay envelope, paycheck, or on some other form of notice. In 2018, the taxable wage base for family leave insurance benefits is the same as the taxable wage base for unemployement and temporary disability insurance.

and other required employer posters are available free online at nj.gov/labor, or from the Office of Constituent Relations, PO Box 110, Trenton, 8625-0110 • 609-777-3200.

The New Jersey Department of Labor and Workforce Development is an equal opportunity employer with equal opportunity progr and services are available upon request to individuals with disabilities. e PR-2 (4/19)

# **Security and Financial Empowerment (SAFE) Act**

ar the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in NJ.S.A. 20:25-19, or a victim of a sexually rse, as that term is defined in NJ.S.A. 30:427.6. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, or civil union victim of domestic violence or a sexually violent offense. er the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually

violent offense: (1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner or civil union partner (2) Obtaining spychological or other counselling for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner (3) Obtaining psychological or other counselling for the employee or the employee's child, parent, spouse, domestic partner or civil union partner (3) Obtaining psychological or other counselling for the employee or the employee's child, parent, spouse, domestic partner or civil union partner (4) Obtaining psychological or other counselling for the employee or the employee's child, parent, spouse, domestic partner or civil union partner (5) Seeking legal assistance or remedies to ensure the health and safely of the employee's child, parent, spouse, domestic partner, or civil union partner (5) Seeking legal assistance or remedies to ensure the health and safely of the employee's child, parent, spouse, domestic partner, or civil union partner (5) Seeking legal assistance or remedies to ensure the health and safely of the employee's child, parent, spouse, domestic partner, or civil union partner (5) Seeking legal assistance or remedies to ensure the health and safely of the employee's child, parent, spouse, domestic partner, or civil union partner (5) Seeking legal assistance or sexual violence, or more violence or sexual violence, or sexual violence or sexual violence or sexual violence or sexual violence, or more violence or sexual violence, or sexual violence, or sexual violence, or sexual violence or

dring, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the e is child, parent posses, domestic partner, or civil union partner, was a victim. Name the NL SAFE Act must be used in the 12-month period immediately following an instance of domestic violence or a sexually violent offenses. The unpaid leave share in thermittent in intervisit of on tests than one day. The unpaid leave shall run concurrently with any gala vication leave, periodical or sick and in thermittent in intervisit of on tests than one day. The unpaid leave shall run concurrently with any gala vication leave, periodical or sick a reason covered by both the NJ SAFE Act and the Family Leave Act, NJ SA, 34:118-1 of seq. or the federal Family and Medical Leave Act, 20 U S.C. 2001 et leave shall courts imulianeously agains the employees e intellment number each respective leave. Issue for a reason covered by both the NJ SAFE Act and the Family Lawe Act, NJ,SA, 34:118-1 et seq. or the teedral Hamay and network act of the employee shall count simulanceusly against the employees indiperses legible to take leave under the NJ SAFE Act must, if the necessity for the leave is foreseeable, provide the employees mitter notices of the need for the leave. The employee must provide the employee with written notices as far in advances as reasonable and practicable under the circumstances. The employer the transformed is the basis for the leave. The employer must provide the employee with written notices as far in advances as reasonable uses the discubit of the transformed in the single to be observed in the single to be observed in the single to be observed in the single transformed in the single transformed in the single transformed in the single to be observed in the single to be observed in the single transformed in the sing

= AGL If the NJ SAFE Act. an addrieved person must file a private cause of action in the Superior Court within one vear of the date of the

empergive, consume a segurate and usant of terms. As an alternative to or in addition to any other sanctions provided by law for violations of 1940, c.153 (C.342-21.1 et seq.), when the Commissioner is authorized to assess administrative penalities of up to \$200 for a first violation, up to \$1,000 for a second viol is a rule or regulation by the commissioner is autocardiance with the "Administrative Penalities of a rule or regulation by the commissioner is autocardiance with the "Administrative Penalities of the penalities of a violation, the commissioner is autocardinate with the "Administrative Penalities" (the penalities of a violation, the commissioner is autocardinated in the penalities of a violation the commissioner is autocardinated as including the the second violation and the penalities of a violation, the commissioner is autocardinated as including the the penalities of a violation the commissioner is autocardinated as including the the penalities of a violation, the commissioner is autocardinated as including the the second as a violation the the penalities of a violation the penalities of a violation. administrative penalty will be leveled pursuant to this section unless the Con

MW-570 (1/23

cforce Development provides the alleged violator with not unt of the penalty by certified mail and an opportunity to n er or his designee within 15 days of receiving the notice. The commissioner or his designee within 15 days of receiving the nouce. If a hearing is requested, the commission will issue a flor order upon such hearing and a finding that a violation of the 15-day period. Payment of the penalty is due when a final order is issued or when expiration of the 15-day period. Payment of the penalty is due when a final order is issued or when with costs in a summary preceding commenced by the commissioner pursuant to the "Penalty Enforcement Law of 1999," PL 1999, c.274 (C.2A:58-10 et seq.).

Prevailing Wage Act (N.J.S.A. 34:11-56.25 et seq.) The Prevailing Wage Act applies to employers only under certain circumstances. Specifically, tagelises only when a employer entres into a contract in excess of the preva contract threshold amount for any public work (as the term "public work is defined at N.J. nowah fva a nitheli -phitor visces" of no 1 or protitor work to be done on a property or pri-orameth fva a nitheli -phitor visces".

Craft or trade;
 Actual douty rate of pay;
 Actual douty rate of pay;
 Actual douty overtime and weekly hours worked in each craft or trade;
 Cross pay;
 Itemized deductions;
 Net pay paid to the employee;
 O.Any finge benefits paid to approved plans, funds or programs on behalf of the employee; and
 Finge benefits paid to approve.

Each public works contractor must, within 10 days of payment of wages, submit the certified payroll record to the public body or the lessor which contracted for the public works project. Takes public wares contractors where here payrogs can be more appendices on a public works project must approved apprentices the performing work on the project set or approximation of the project of the pro

Unemployment Compensation Law (N.J.S.A. 43:21-1 et seq.), Temporary Disability Benefits Law (N.J.S.A. 43:21-25 et seq.) and Family Leave Insurance Benefits Law, P.L. 2008, c. 17.

Payroll records: Each employing unit must maintain a record for each worker engaged employment, which record must contain the following information about the worker:

It a defendant acts knowingly, an offense under this section will be a crime of the fourth degree. Otherwise It will be a disorderly persons offense and the defendant will, upon conviction, be purished by a fine of at least \$100 (up to \$2,000) for an initial violation, and at least \$200 (up to \$4,000) for each subsequent violation. Each day during which any violation of this act continues will constitute a separate and distinct offense, and the employment of any minor in violation of the act will, with respect to each minor so employed, constitute a separate and distinct offense.

In is at least 17 years old and a graduate of a vocational extroal approved by the new of Education may engage in these provide in which the minor rendered in said school during those hours permitted for persons 18 years of age and over, if an it certificate (or a certified cory incompanies the minor s diploma. Nools in the minor's district are not in session, no certificate or permit is required for age 14 years of a unployed at agricultural lains, horse, do,, or farm Shows that last how the minor's district are not in session. No certificate or permit is required for the school of the unployed at agricultural lains, horse, do,, or farm Shows that last age 14 years of the unployed at agricultural lains, horse the school of th more than 10 days. No certificate is equired for minors 15 and older during school vacation for first 14 days of employment in food service, restaurant, retail operations, or seasonal amusement occupations. \* Does not apply to minors 16 or 17 years of age employed during June, July, August, or September by a summer resident camp, conference or retreat operated by a nonprofit or religious corporation or association, unless the employment is primarily general maintenance work or food Corporation or association, among the analysis of the service activities and the service activities of the professional employment is reasonably separable into discrete shows or production. \* In Theatrical employment, the combined time spent on a set or on call and performance time shall not exceed 8 hours in any one day.

Wage reporting: Each employer (other than employers of domestic service workers) must electronically life a VR-30, "Employer Report of Wages Pad," with the Division of Revenue, with memory board sectority number and wages pad to each employee and the number of base weeks worked by the employee during the calendar quarter. Each employer of domestic service workers (as the term "domestic service worker's is defined at N.J.A.C. 12-16-13.7(b) must file an annual, rather than quarterly, WR-30 with the Division of Revenue, within the Department of the Treasury. e employer may use any system of time keeping provided that it is a complete, true and accurate

The employer must keep the wage and hour records described above for a period of six years. The employer must keep the wage and hour records described above at the place of employment or in a central office in New Jersy. Revenue, winin the Department of the Treasury. Contribution reporting: Each employer (other than employers of domestic service workers) must electronically file an NI-927. Employer's Quarterly Report, with the Division of Revenue, within the Department of the Treasury and remit the corresponding unemployment insurance, supplemental workforce fund, workforce development partnership fund, temporary disability insurance and family the total of all wages paid, the wages paid in excess of the taxabile maximum, the taxabile wages to workforce study, workforce development partnership fund, temporary disability insurance and family the total of all wages paid, the wages paid in excess of the taxabile maximum, the taxabile wages to workers insured under a "private plan" for family leave insurance. Insured under a "private plan" for family leave insurance. In J.A.C. (1-10): must file an annual, rather than quarterly, NJ-827H, "Domestic Employer's Annual Report," with the Division. Division ue, within the Department of the Treasury.

> mporary <u>Disability Insurance and Family Leave Insurance information</u>; Each employer must retain records pertaining to any election to discontinue a private plan for temporary disability insurance dirdor family leave insurance benefits and must make such records available for inspection by the vision of Jemporary Disability Insurance for a one-year period from the date that the private plan the such as the sub-temporary disability insurance for a one-year period from the date that the private plan the sub-temporary disability insurance for a one-year period from the date that the private plan the sub-temporary disability insurance for a one-year period from the date that the private plan the sub-temporary disability insurance for a one-year period from the date that the private plan the sub-temporary disability insurance for a one-year period from the date that the private plan the sub-temporary disability insurance for a one-year period from the date that the private plan the sub-temporary disability insurance for a one-year period from the date that the private plan the sub-temporary disability insurance for a one-year period from the date that the private plan the sub-temporary disability insurance for a one-year period from the date that the private plan the sub-temporary disability insurance for a one-year period from the date that the private plan the sub-temporary disability insurance for a one-year period from the date that the private plan the sub-temporary disability insurance for a one-year period from the date that the private plan the sub-temporary disability insurance for a one-year period from the date that the private plan the sub-temporary disability insurance for a one-year period from the date that the private plan the sub-temporary disability insurance for a one-year period from the sub-temporary disability insurance temporary disability insurance for a one-year period from temporary disability insurance temporary disability insurance for a date date date date date date d Division of Temporary Disability Insurance for a one-year period from the date that the private plan is terminate. Is terminate. The terminate is the terminate of the temporary disability insurance and/or family leave insurance must, within 10 days after the Division of Temporary Disability insurance has mailed the employers request for information with respect to a period of disability, furnish the Division with any information requested or known to the employer which may bear upon the eligibility of the claimant. Each employer having two or more approved private plans in effect diving a calenda half-year of life into the strain of the strain terminate the strain terminate the strain and the strain and the strain report showing the amount of taxable wages paid during such calendar half-year to employees with covered under each such private plan. Each employer who provides temporary disability insurance to its employees through a self-insured private plan. The staff-strained private plan is in effect division. The more plans the staff-strained private plan is in effect. This a stafferent with the Division of Temporary Disability insurance, on or before the 30th day following the end of the respective six-month period showing:

The number of claims received during the six-month period, The number of claims accepted during the six-month period, The amount of benefits paid during the six-month period, and Such other information as the Division of Temporary Disability Insurance may require with the financial ability of the self-neurer to meet the self-insured s obligations under the plan.

number of claims for tamay leave test-source of the service sub-received family leave insurance benefits out-register of the service sub-received family leave insurance benefits paid during the one-year period, and service sub-received family leave insurance benefit the service sub-received family leave insurance benefit to sub-received for the service sub-received for the service sub-received family leave insurance benefits, indiged sub-received family leave period, and the service insurance benefits, indiged sub-received family leave period.

rected to do so by the Division of Workers' Compensation, must submit to Compensation copies of such medical certificates and reports as it may

 The dates and amounts of payments made; and
 Days worked inside and outside of New Jersey for all nonresident employees. Contact Information If an employee or an employee's authorized representative wishes to contact a State represen-in order to provide information to or file a complaint with the representative regarding an emp possible failure to meet any of the requirements set forth above, he or she may use the follow contact information:

For possible failure to meet the record keeping or report Law, Wage and Hour Law or Prevailing Wage Act: Phone: 609-292-2305 The information reported in 1. through 8. above must be broken down by sex and by age group, beginning at 25 years and under and increasing in increments of 10. On or before the 30th day following the close of each calendar year during which a self-insured private plan for family feed, the employer must file a report with the Division of Temporary Disability Insurance showing:

F-mail: wagehour@dol.nj.gov E-mail: wagehour@dol.nj.gov Mail.iowor Wage and Hour Compliance Dirolson of Wage and Hour Compliance Proton, NJ 06625-0389 Trenton, NJ 06625-0389 1. The amount of funds available at the beginning of that year for payment of family leave insurance benefits, ount contributed by workers during hat year. 2 The effect coor of administration of the plan during that year. 4 The number of employees covered by the plan as of December 31, and 5. Such other Information as the Division of Temporary Disability Insurance may require to the financial ability of the self-insure to meet the self-insured's obligation under the plan. For possible failure to meet the record keeping or reporting requirements of the Un Companyation Law, Temporary Disability Benefits Law or Family Leave Insurance Benefits Law: Phone: 603-922.2101 E-mail: emplaceds@dol.ng.gov Mail: New Jersey Department of Labor and Workforce Development

Division of Employer Acco P.O. Box 947 Trenton, NJ 08625-0947 orkers' Compensation Law (N.J.S.A. 34:15-1 et seq.) son the happening of an accident or the occurrence of any occupational disease, an employer who

Workners' Compensation Law (N.J.S.A. 34:15-1 et seq.) Upon the happening of an acident of the occurrence of any occupational disease, an employe bacartier or the third-party administrator with acident or oscupational disease information. Within three weeks after an accident or upon knowledge of the occurrence of any occupational disease, every insurance carrier, third-party administrator, statutory non-insured employer, inclu the State, counties, municipatibles and school distics, and duly administrator statutory non-insured employer, include the state, and the state and school distics, and duly administrator state layer of the state, counties, municipatibles and school distics, and duly administrator state layers of the compensation Rating and Inspection Bureau in a format prescribed by the Compensation through the compensation Rating and Inspection Bureau in format prescribed by the Compensation report, the the Bureau, When filed by an insurance carrier or third-party administrator. The report party administrator. The amended report must then be filed electronically with the Division through the "responding to issues concerning medical and theory carry damines and every workers' responding to issues concerning medical and theory and yourgen you workers' responding to issues concerning medical and theory and yourgen is workers' the bureau advised or where a carry petition and the compensation must accompany disability benefits where mossible for the bureau of the workers' compensation insurance and every workers' responding to issues concerning medical and theory and yourgen must abuilt be theory and issues concerning medical and theory oncerning the bureau of the preschore insult be able and polycer, when directed to do so by the Division of Worker' Compensation under a state Bach employer, when directed to do so by the Division for Concern Compensation must submit For possible failure to n Compensation Law: Phone: 609-292-2515 E-mail: dwc@dol.nj.gov Mail: New Jersey Depa Division of Workers' Co PO Rox 381 Division of Workers' Compe P.O. Box 381 Trenton, NJ 08625-0381

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also be provided a written copy of the notice or, for employees hired after written copy of the notice must be provided at the time of the employee's 1.3 for alternate methods of posting and distribution by electronic means

## **Child Labor Abstract**

tost this notice in a conspicuous place. This notice is for ready reference only. For full text, consult N.J.S.A. 34:2-21.1 et seq. and N.J.A.C. 12:58 et seq.					
Kind of Employment	Minimum Age	Hours of Work Not to Exceed (1) (3)	Prohibited Hours	Certificate or Permit Required <sup>2</sup>	
Theatrical: Professional employment in a theatrical production, including stage, motion pictures, and television performances and rehearsals.	None, but minors under 16 must be accompanied at all times by an adult who is a parent, guardian, or representative of employer.	Under 16: No more than 2 shows or productions* daily or 8 weekly, 5 hours daily, 24 hours weekly, 6 days a week (includes rehearsal time. Combined hours of school and work not to exceed 8 hours daily.)*	Under 16 Before 7 a.m. After 11:30 p.m. <sup>6</sup>	Under 16 Special Theatrical Permit	
		16 &17 years old: 8 hours daily $^{\rm 56}$ , 40 hours weekly, 6 days a week	<b>16 &amp; 17 years old</b> Before 6 a.m. After 11:30 p.m. <sup>6</sup>	16 & 17 years old Employment Certificate	
Agriculture: No restrictions on work performed outside school hours in connection with	12 years old Outside school hours	hours 10 hours daily, 6 days a week		12 - 15 years old only	
minor's own home and directly for the minor's parent or legal guardian.	16 years old During school hours	10 hours daily, 6 days a week	None	Special Agricultural Permit	
Newspaper Carriers: Minors who deliver, solicit, sell and collect for newspapers outside of school hours on residential routes.	11 years old	Combined hours of school and work not to exceed 8 hours daily, 40 hours weekly, 7 days	11–13 years old Before 6 a.m. After 7 p.m. 14–17 years old Before 5:30 a.m. After 8 p.m.	11–17 years old NJ publishers may issue Special Newspaper Carrier Permit or local issuing officer may issue: Special Permit (11–15 years old) or Employment Certificate (16–17 years old).	
Street Trades: Minors who sell, offer for sale, solicit for, collect for, display, or distribute any articles, goods, merchandise, commercial service, posters, circulars, newspapers or magazines or in blacking shoes on any street or other public place or from house to house.	14 years old Outside school hours	When school is in session: 3 hours per day 18 hours per week. During school vacation: 8 hours per day 40 hours per week 6 days per week.	14 & 15 years old Before 7 a.m. After 7 p.m.	Special Street Trades Permit or Employment Certificate	
·	16 years old During school hours	8 hours per day, 40 hours per week, 6 days per week.	16 & 17 years old: Before 6 a.m., After 11 p.m.	Employment Certificate	
General Employment: Includes mercantile establishments, golf caddying, private bowling alleys, offices, gas stations, garages, and other places or means of gainful occupations	14 years old	When school is in session: 3 hours per day 18 hours per week. During school vacation: 8 hours per day 40 hours per week 6 days per week.	14–15 years old Before 7 a.m. After 7 p.m.?	Employment Certificate	
uniess otherwise specified.	16 years old	8 hours per day 40 hours per week 6 days per week	16–17 years old Before 6 a.m. After 11 p.m. Experiment 2.Days not preceding a school day,with special written permission of parent or guardian.)	Employment Certificate	
Restaurant and Seasonal	staurant and Seasonal Same as for General Employment except that minors at least 16 years old may be employed after midnight during regular school vacation season, if work begins before 11 p.m. on the previous day, or on work date that do not begin or permission from a parent or guardian. May not be employed after 3 a.m. or before 6 a.m. on a day before a school day.		vork date that do not begin on a school day, with special written		
Public Bowling Alleys	Same as for General Employment except that minors at least 16 years old may be employed as pin setters, lane attendants, or buspersons until 11:30 p.m. — but during the school term the minor must have a special permit.				
Domestic Services in Private Homes No restriction on work performed outside school hours in connection with minor's own home and directly for the minor's parent or legal guardian.	14 years old Outside of school hours 16 years old During school hours	No restrictions	None	Employment Certificate	
Messengers for Communications Companies Under Supervision and Control of the F.C.C.	14 years old Outside of school hours 16 years old During school hours	No Restrictions	None	Employment Certificate	
Factory	16 years old	8 hours daily 40 hours weekly 6 days a week	When school is in session: After 11 p.m. During school vacation season: Before 6 a.m. and After 11 p.m.	Employment Certificate	

## Punishment for Violations of Child Labor Law. Whoever employe or permits or suffers any minor to be employed or to work in violation of this stc, or of any order or ruling issued under the provisions of this act, or obstructs the Department of Labor and Workforce Development, its officers or agents, or any other person authorized to spece places of employment under this act, and whoever, having under his control or custody any minor, permits or suffers him to be employed or to work in violation of this act, shall be guilty if controls. hours of the day when a minor may work, but not the total number of hours. 7 In General Employment, 14- and 15-year-old minors may work until 9 p.m., with written permission of parent or ouardian. from the last day of the minor's school year until Labor Day.

<u>General Information</u> Breaks , under 18 years old must get a 30-minute meal break after 5 cons

Working during school hours Minors under 16 may not work during the hours they are required to attend school.

Employment certificate (also called working paper) & age certificate Minos with as arguindly imployed must have an exployment certificate. Some employers may also ask for an age certificate from minors between the ages of 18 and 21. This tells employers a minor is old enough to do certain types of work. To get working papers or an age certificate, minors must apply in person to the issuing officer of the school district where they live. Read working papers carefully. They contain information that is important to you. Papers are valid nyl for the period of time and conditions stated thereon.

Required Records Employees must keep certain records for all employees under age 18. Required records are: 'Name 'address' oldar of birth's start and ending hours of daily work and meal periods - number of hours worked each day ' wages paid to each minor. Required records for Newspaper Carriers are: 'Name 'address - date of birth - date they began and stopped delivering newspapers' - number of newspapers sold - general description of the robust area saver, doit required to be kept for: "Inose engaged in domestic service in private homes-those engaged in agricultural pursuits-minors "Inose engaged in domestic service in private homes-those engaged in agricultural pursuits-minors "Inose engaged in domestic service in private homes-those engaged in agricultural pursuits-minors 16–18 years of the employed by a summer resident carry, conference or refrate operated by a nonprofit or religious corporation or association during June, July, August or September.

Minimum Wage Requirements The minimum wage rate does not apply to minors under 18 years of age except as provided in N.J.A.C. 12:56-11, 12:56-13, 12:56-14 and N.J.A.C. 12:57, Wage Orders for Minors.

NOTE: Employers subject to the Fair Labor Standards Act (FSLA) would be required to pay the federal minimum wage to minors not covered by a wage order.

## Work Prohibited to Minors

\_\_rcmuted to Minora phyloxis to some of Heale prohibitions apply: fork done by students under the supervision and instruction of officers or teachers ork done by minors who are a teast 17 years old, doing work related to their major field of under the conditions of the special vocational school graduate permit ork done by minors in junior achievement programs. ninors in junior achievement programs. at students in these programs may do is limited by the Department of ers should check these prohibitions with the coordinator of each program

No minor under 18 years of age may be employed, suffered, or permitted to work in, about or in connection with the following:

Making or packing paints, colors, white lead, or red lead Handling dangerous or poisonous acids or dyes; injurious quantities of toxic or noxious dust,

Any establishment where alco manufactured, bottled, or sold years old may work as pin set in restaurants or in the execut hotel, motel or guest house — photographs, or work in any d a theatrical perduction where

exceeds 1/4 inch Steam bailes with more than 15 pounds of pressure. Power-driven machinery does not includer. Aqricultural machines when used on farms such as standard type poulity feeders, egg washers, egg coolers, and milking machines Cash register conveyor beit in a supermarket or retail establishment for minors at least 15 years Standard domestic type machines Standard domestic type machines or appliances when used in domestic or business establishments.

Any pales or contain operated or maintained for immoral pulposes of a task other refuses is collected and deposited or both and sold or may be treated so some form or discarded or where automobiles or machines are demolished for salvaging metal or parts Ore reduction works, smelters, hot rolling mills, fumaces, foundries, forging sh place where metals are heated, metels or treated sold. Welce solices where X-rated movies are rented or sold.

Acdioactive substances and incluing radiation
 PO-INITED TYPES OF WORK
 Portulating of the advance of the the time of the advance of the advance of the the time of the advance of the advance of the the time of the advance of the the time of the advance of the the time of the time of the advance of the the time of the advance of the time of the time of the advance of the time of the time of the time of the advance of the time of the time of the advance of the time of the time of the time of the advance of the time of the time of the time of the advance of the time of the time of the time of the time of the advance of the time of time of the time of ti

PROHIBITORS for ACTORS & PERFORMERS PROHIBITORS for ACTORS & PERFORMERS Appearing as a tope or wire walker or rider, gymnast, wrestler, boxer, contortionist, acrobat, rider of a horse or other animal unless the minor is trained to safely ride such horse or animal or rider or any vehicle other than that generally used by a minor of the same age Appearing in any illegal, indecent, or immoral exhibition, practice, or theatrical production Any practice, exhibition of theatrical production dangerous to the life, limb, heating or morals of a minor

to 12 feet tail. Most occupations in slaughtering, meat packing, processing, or rendering, including operating slicing machines used in delicatessens and restaurants for cutting or slicing any food product. **PROFIBITED MACHINES/EQUIPMENT** No minor under 16 years of age may be employed, permitted, or suffered to work in, about, or in connection with power-driven machinery. International processing of the state of the state of the state of the state Calendar rolls or mixing rolls in rubber manufacturing Centrifugal extractors or manages in laundries or dry cleaning establishments Circular saws, band saws, guillotine shears Compactors or irance or exhibition of any physically deformed or mentally deficient minor. a drelated equipment power hay balers, power field choppers, including work in or on same crimping or enablessing machines is or mixing machines in bakerles or cracker machinery rasive, polishing or buffing machines; however, apprentices operating uncl le apprenticeship may grind their own tools.

icles by using a hose used for that purpo

his interpretation does not in any way affect any prohibition contai aw concerning power-driven or hazardous machinery or hazardous.

BITED SUBSTANCES

Pesticides Toxic or hazardous substances Radioactive substances and ionizing radiation

OTHER PROHIBITED Indecent or immoral exposure

Standard office type machines Standard type passenger elevator (atter

PROHIBITED PLACES

Enforced by: NJ Department of Labor and Workforce Development Division of Wage and Hour Compliance, PO Box 389, Trenton NJ 08625-0389 • 609-292-2305 This and other required employer posters are available free online at nj.gov/labor, or from the Office of Constituent Relations, PO Box 110, Trenton, NJ 08625-0110 • 609-777-3200.

ation, back pay, and compensatory and punitive damage

If you need this document in Braille or large print, call 609-292-2305. TTY users can contact this department through the New Jersey Relay: 7-1-1.

New Jersey Department of Labor and Workforce Developmen Sworking machinery (operating or helping to operate); however, apprentices in a seship may operate such machines under competent instruction and supervision stamping machines if the clearance between the ram and the die or the stripper

Display this poster in a conspicuous place Chapter 173, Laws of New Jersey, 1965: Relating to Payment of Wages All Employers Must Pay Wages to All Employees in Full at Least Twice a Calendar Month.

New Jersey's Workers' Compensation Law states that, "every employer who has complied with th escribe stating that he has secured the payment of compensation to his employees and their dependence of the secured the payment of the secured secured

**Payment of Wages** 

# mothers who receive temporary disability benefits through the state plan for their pregnancy will get instructions on how to file for family leave after after the child is born.

## Executive and supervisory employees, however, may be paid at least once a calendar month. Payment must be made on regular paydays designated in advance. When a payday falls on a non-work day, payment must be made on the immediately preceding work day, unless a collective bargaining agreement states otherwise. Pay periods must not end more than 10 working days before payday, when payment is made on a regular payday. If payment is by check, arrangements must be made to allow employees to cash the full check without difficulty. Notify employees of changes in pay rates or paydays prior to the changes. Give each employee a statement of deductions each pay period. Make and keep records for employees, including wages and hours, and make such records available for inspection. Provide employees when they are inited a required notice (form MIW-400) describing the employer's obligation to maintain and report records regarding wages, enefits, taxes and other contributions and assessments. The Commissioner of Labor and Workforce Development will enforce and administer the provisions of this act. The Com representative has the power to make all necessary inspections of establishments and records. Employees leaving or terminated for any reason, including labor disputes, must be paid all wages due not later than the regular payday for the period in which employment ended. An additional 10 days may be allowed when a labor dispute involves payroll employees. Employees paid on an incentive system must be paid a reasonable estimate of wages due until exact amounts are known. Payment may be made brough regular pay channels or by mail requested by the employees. Any employer who knowingly and willfully violates any provision of this act is guilty of a disorderly persons offense. Upon a fine of at least \$100 but not more than \$1,000. Each day during which any violation of this act continues will constitute a As an alternative to or in addition to any other sanctions allowed by law for violations, the Commissioner is authorized to assess and collect administ to \$250 for a first violation and up to \$500 for each subsequent violation. The employer will also pay the Commissioner an administrative fee equal to at least 10% but not more than 25% of any payment due to employees. It is unlawful to make any agreement for payment other than as provided in this act, except to pay at shorter intervals or to pay wages in advance. Wages due a deceased employee may be paid to the survivors in the order of preference as outlined in the statute. No Deductions from Employees' Wages are Permitted Except: The Commissioner may, after giving the employer or successor firm notice and an opportunity for a hearing in accordance with the 'Administrative Pro PL 1968, c.410 (C.52:148-1 et seq.), issue a written determination directing any appropriate agency to suspend any one or more licenses that are hell employer or successor firm, for a period of time determined by the Commissioner. Amounts authorized by New Jersey or United States Law or payments to correct payroll errors. Contributions or payments authorized by employees either in writing or under a collective bargaining agreement for: Employee welfare • insurance • hospitalization • medical or surgical or both • pension • retirement • profit-sharing plans • group or individual retirement annulty plan • individual retirement accounts at any state or federally chartered bank, savings bank, or savings and loan association • company-operated thirth plans • security option or security purchase plans to buy marketable securities • employee personal savings accounts surings fund so-savings avaings fund so-set, savings fund s Note: The Division of Wage and Hour Compliance applies New Jersey's labor laws without regard to a worker's legal status. The Divisi investigate or inquire into the legal status of any worker. The Division does not share information with "Immigration." Enforced by: Division of Wage and Hour Compliance NJ Department of Labor and Workforce Development PO Box 389, Trenton, NJ 08625-0389 • 609-292-2305 This and other required employer posters are available free online at nj govlabor. **Workers Compensation**

# **Worker Classification**

New Jersey Law Prohibits Worker Misclassification Notice of Employee Rights & Employer Responsibilitie

WHAT IS MISCLASSIFICATION?

SULASSIFICATION? alion is the practice of an employer improperly classifying employees as independent contractors. alion may lifegally deprive workers of basic rights, protections, and benefits guaranteed to employees such as the right to be paid the minimum wage, the right to o forms, the protection against lifegal deductions from eavy, unemployment compensation, temporary disability benefits, family leave insurance benefits, workers' comp Misclassinication integring and section against illegal deductions from pay, unemployment compensation, where a amed sick leave. Often when workers are paid in cash "off the books", it may be a method to hide misclassification or other employment related legal obligations

AM IAN EMPLOYEE OR AN INDEPENDENT CONTRACTOR? • Under New Jersey's Unemployment Compensation Law, Wage and Hour Law, Wage Payment Law, Wage Collection Law, Temporary Disability Benefits Law (including sections providing for Family L insurance) and Earned Sick Laws (in you perform a service and are paid, you are presumed to be an employee, unless the employer can prove all three of the following: (A) You have been and will continue to be free from control or direction over performance of the service, both under a sociate of service and in fact; and (B) The service is either outside the usual course of the business for which such service is performed or outside of all the places of business of the enterprise for which such

errice is performed; and (C) You are customative engaged in an independently established trade, occupation, profession or business. This is referred to in New Jersey as the \*ABC test for independent contractor status. Please go to www.myworkright.raj gov to learn about the factors considered for each of the three above tests.

DO I HAVE TO PROVE THAT I AM AN EMPLOYEE? • No. If you worked and were paid, you are presumed to be an employee. It is the employer's burden to show that all three parts of the ABC test are met. • If the employer can't meet its burden to establish all three parts of the ABC test, then you are deemed to be an employee, entitled to the rights, protections, and benefits of an employee under the above-cited New Jersey laws. • If you believe you are misclassified, email misclass@nj.dol.gov.

DOES IT MATTER IF I RECEIVED AN IRS FORM 1099. AS

You have the right to a safe and healthful workplace. IT'S THE LAV

New Jersey Department of Labor and Work force Development New Jersey Earned Sick Leave Notice of Employee Rights

OF THE MONTH

Public Employees

You have a rig 34:6A-25 et se

DOES IT MATTER IF INECEIVEU AR ING FORM 1997, AND OPPOSED TO IRS FORM 92? • No. It does not matter which federal tax form the employer uses to report earnings. • What matters are the facts surrounding your working relationship with the employer and the application of the ABC test to those facts.

IF MY EMPLOYER HAD ME SIGN AN INDEPENDENT CONTRACTOR AGREEMENT BEFORE HIRING ME, DOES THAT MAKE ME AN INDEPENDENT CONTRACTOR?

xton-zo to seq.). ou have a right to see NJPEOSH citations issued to your employer and your employer must post the citations at or near the place of the alleged violation. Un have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.

You must report all work-related tatalities within 8 hours; and in-patient hospitalizations, amputations, and loss-of-eye incidents within 24 hours. fixed to 609-292-23749. You must furnish your employees with a place of employment fee form recognized hazards. You must correct identified workplace hazards and must certify that these hazards have been eliminated by the date indicated on the citation. You must correct identified workplace hazards and must certify that these hazards have been eliminated by the date indicated on the citation. You must correct identified workplace hazards and must certify that these hazards have been eliminated by the date indicated on the citation. You must post this notice in your workplace as per NJ.AC 1: 21:10-35 (c). Through its on-site consultation and training program NJPEOSH offers employers free assistance in identifying and correcting hazards or comp 24-hour Compilant Hoting (B00) E24-1644

Under New Jersey's Earned Sick Leave Law, most employees have a right to accrue up to 40 hours of earned sick leave per year. Go to https://nj.g

No Your employment status is determined based on an analysis of all the facts surrounding your relationship with the enginement provide the ABC test.
 No Your employment status is determined based on an analysis of all the facts surrounding your relationship with the enginement alone.
 No Your employment status is determined based on an analysis of all the facts surrounding your relationship with the enginement alone.
 No Your employment relationship with the contrast surrounding your relationship with the enginement alone.
 New Jersey courts have ruled that to consider only the agreement, if one exists, and not the totality of the facts surrounding your relationship with the presumed employer, would be to "place form over subtance," which the courts say is wrong.

usest a NIPEOSH inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative are entitled to participate in that

ployers free assistance in identifying and correcting hazards or complying with standards, without citation or penalty.

a right to file a complaint within 180 days for retailation or discrimination by your employer for making safety and health complaints or for exercising your rights under the NJPEOSH Act (N.J.S.A.

AT HAPPENS WHEN IT IS FOUND BY A STATE AGENCY OR COURT THAT AN EMPLOYER HAS MISCLASSIFIED AN EMPLOYEE AS AN INDEPENDENT CONTRACTOR? ddidion to the award of a remedy or remedies to make the misclassified employee or the State agency whole for the employer's violation of the underlying New Jersey wage, benefit or tax law (for mipe, the award of back pay to the misclassified employee who has been likegait/ epitrydo of the statutory minimum wage or overtime premium pay in violation of the State Wage and Hour law, or see pay was subject to likegait deductions in violation of the State Wage Payment ). New Jersey law also empowers the Department of Labor and Workforce Development to take actions and impose penalties against an employer who has misclassified employees including: whose pay was subject to liegal deductions in violation of the State Wage Payment aw), New Jensey Jaw also empowers the Department of Labor and Workforce Development to take actions and impose penalties against an employer who has misclassified employees including: A penalty and by the employer to the misclassified employee of an term of that of the Violation and up of the worker's gross earnings over the past 12 months. A penalty and you to \$250 per misclassified employees for a first Volation and up 51,000 per misclassified employee ends tubescale To violation of State wage, benefit or tak laws in connection with the misclassified of employees. It is misclassified employee for a first Volation and up 51,000 per misclassified employee or a first Volation. For violation of State wage, benefit or tak laws in connection with the misclassified of employees in the misclassified employee of a first Volation and up to \$1,000 per misclassified employee or a first Volation and up to \$1,000 per misclassified employee of a first Volation. A stop-work order. The suspension or uncellation of any one or more licenses that are held by the employer and that are necessary to operate the employer's business. And we prove the payle to the Department and where wages are owed to the employee, an additional amount in liquidated damages payable to the employee equal to not more than 200 ercent of the wages owed.

AM I PROTECTED FROM RETALIATION BY MY EMPLOYER FOR REPORTING MISCLASSIFICATION? • Employees are protected from retailation by their employers for having made an inquiry or complaint to the employer, to the Con possible violation by the employer of any State wage, benefit or tax law, including those inquiries or complaints that involve miscle many hole invited any storeading under uses to be instituted any proceeding under or related to State wage, benefit or tax law, or because the employee has testified or is about to testify in such a proceeding. Where such relation has occurred, the Department is authorized by law to issue an administrative penalty against the empl and/or back pay.

REPORTING MISCLASSIFICATION

If you have been misclassified and would like to file a claim, you can do so here: https://wagehour.dol.state.nj.us/default.htm To seek further information:

EMAIL: misclass@dol.nj.gov CALL: 609-292-2321 FAX: 609-292-7801 WRITE: Employer Accounts, Subject – Misclassification NJ Department of Labor and Workforce Development 1 John Fitch Pitaz PO. Box 942 Trenton, NJ 08625-0942

Whichever way you chose to reach out, multilingual staff will be able to assist you and translation assistance made available as needed
 You can also visit www.myworkrights.nj.gov to learn more about misclassification.

**Discrimination in Housing** 

ination (LAD) Prohibits Discrimination and Harassment in Housing Based on Actual or Perceived Race of color, Faligion or cread, regnancy or breastleeding, Martial or domestic partnership or civil union status, Source of lawful income used for rental or mortgage ment rental assistance benefits, Gender identity or expression, Labitity for military service, National origin, nationality, or ancesty, Sex not be treated differently, harassed, or otherwise discriminated against in housing based on their m

The law applies to all persons who are engaged in the management of residential real property, including, but not limited to, landlords, property management companies, and cooperative and condominium associations, and to property owners, real estate agents and brokers, advertisers of sales or rentals, and morty companies and banks, in all aspects of housing, including but not limited to. Sale, rental, or lease, including all conditions and restrictions of lenancy and owner lease termination, and eviction. Property management services, including setting, adjusting, and collecting rent and fees, screening of ternants and accessing, provision of accommodations, and maintenance and repair. Providing access to common building spaces to residents and their guests.

nated against, contact the Division of Civil Rights 1-833-NJDCR4U 711 (Replay Services) NJCivilRights.gov #CivilRightsNJ



All persons who are engaged in the management of residential real property shall display this official poster in places easily visible to all prospective tenants and purchasers N.J.A.C. 13:8-1.3.

# **Discrimination in Employment**

he Law Against Discrimination (LAD) Prohibits Discrimination and Harassment in Employment ased on Actual or Perceived Race or Color, Religion or creed, Disability, Age, Sec, Gender identity or expression, Liability for military service, Sexual oric atlonal origin, nationality, or ancestry, Pregnancy or breastfeeding, Martial or domestic partnership or civil union status, Atypical cellular or blood trait, get formation including the refusal to submit to genetic testing

a law applies to all employers (including labor unions, apprenticeship and training programs, and employment agencies) and in all aspects of ployment, including but not limited to: culturent and book booking. Interviews and hiring decisions, Promotion or transfer, Termination or demotion, Compensation, including salary and benefits, All terms, nditions, or privileges or employment, Membership in a union 1-833-NJDCR4U NJCivilRights.gov #CivilRightsNJ

**Unemployment & Temporary Disability** 

Who pays for Unemployment & Temporary Disability Programs? These programs are paid for by payroll taxes paid by employers and employees. Your employer is authorized to deduct worker contributions (tax) from your wages. The deductions must be noted on your pay envelope, payrcheck, or on some other form of notice. The amount of wages that are taxable changes from y who lose their jobs or who are working less than full time because of a lack of full-time work and who meet the eligibility requirements The deduction may be allocated at varying rates to the Unemployment Insurance Trust Fund, the Temporary Disability Insurance Fund and the Workforce Development/Supplemental Workforce Funds. If an approved private plan is non-contributory, no contributions can be deducted from workers' wages for disability insurance. If you become totally or partially unemployed, file a claim for unemployment insurance benefits as soon as possible. The easiest, quickest way is to file online at myunemployment.nj.gov. You can also file a claim over the phone by contacting our Reemployment Call Centers at one of these numbers listed below. Note, if you were a maritime employee in the last 18 months or live outside of the United States, you must file your claim over the phone. Be prepared to have information about yoursefl, your employeer and your work history available when filing your claim. Your employer's contributions are based in part on their employment experience. NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT - LWD

Disability Insurance Benefits are payable to New Jersey workers who suffer a non-work-related illness, injury, or other medical condition that prevents them from working. Temporary disability insurance coverage includes new and expecting mothers during their final weeks of pregnancy and recovery. If you become disabled and wish to apply for disability benefits, start by asking whether your employer participates in the state disability insurance plan or has a private insurance plan. Display this poster in a conspicuous place New Jersey State Disability Insurance Plan" ("state plan") If you are covered under the state insurance plan, you may apply for disability benefits (or download a paper application — Form DS-1) -n jour. Applying online is faster. Enforced by: NJ Department of Labor and Workforce Development Division of Temporary Disability Insurance, PO Box 387, Trenton, NJ 08625-0387 This and other required employer posters are available free online at nj.gov/labor, or from the Office of Constituent Relations, PO Box 110, Trenton, NJ 08625-0110 • 609-777-3200.

Submit the completed paper application by fax to: 609-984-4138 or mail to: Division of Tem

() is in Violation of a law, to a rule or regulation issues under use any , a use supports is a insurance of the second of the s

For more information, visit myleavebenefits.nj.gov or call 609-292-7060. Private Disability Insurance Plan ("private plan")

Conscientious Employee Protection Act "Whistleblower Act" Employer retaliatory action; protected employee actions; employee responsibilities

New Jersey Department of Labor and Workl Your employer is subject to the New Jersey Unemployment & Temporary Disability Benefits Laws

Unemployment Insurance Benefits are payable to worke of the law.

WEEKLY

LABORLAWSOLUTIONS.COM

ent is an equal opportunity employer with equal opportunity programs. Auxiliary aids and set The New Jersey Department of Labor and Workforce D available upon request to individuals with disabilities.

# **Whistleblower Act**

ee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, yee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the of the disclosure, provided that the situation is emergency in nature. Employer retailatory action; protected employee actions; employee responsibilities 1. New Jersey law prohibits an employer from tainking any relatializery action against an employee because the employee does any of the following: a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity policy or practice of the employer or another employer, with whom there is a business relationship, that the employer reasonably believes is in violation of a law, or a rule or regulation inside under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes is inviting an investigation, hearing or inquiry into any violation of a law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of a melpoyee who is a licensed or certified health care professional provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of a melpoyee, business relationship or interviewes interviewes and the second or certified health care professional provides information in , or testifies before, any public body conducting an investigation. Interviewes the public poly end relative or c. Provides information in violation of a misrepresentation to, any shareholder, investor, client, patient, customer, employee, the employee reasonably believes may definud any shareholder, investor, client, patient, customer, employee, former employee, retiree or e. Objects to crediuse to particular in any activity, policy or practice or deception or misrepresentation which the employee reasonably believes may definud any shareholder, investor, client, patient, customer, employee, former employee, terice or e. Objects to crediuse to particular in any activity, policy CONTACT INFORMATION

Name:
Address:
Telephone Number:
This notice must be conspicuously displayed. Once each year, employers with 10 or more employees must distribute notice of this law to their employees. If you need this document in a language other t English or Spansin, please and 609-292-7832. AD-270 (10/19)

**Payday Notice** 

# PAYDAY IS ON

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

PAY	SCHED	ULE	IS

LY BI-WEEKLY SEMI-MONTHLY	MONTHLY     D
PAYCHECKS ARE ISSUED ON THE	AND
AT:	TIME:

The New Jersey Family Leave Act (NJFLA) entitles certain employees to take up to 12 weeks of family leave in a 24-month period with

- The New desky raming Lears na (with V) summers and the set of the

## **State Family Leave Act**

Remedies may include money damages, an order to stop violating the Act, adoption of new policies and procedures, attorney's fees, and more

To get more information of file a complaint, contact the Division of Civil Rights

Farnod	Sick I	0210

**State OSHA** 

**Gender Equity Notice** 

Right to be Free of Gender Inequity or Bias in Pay, Compensation Benefits or Other Terms and Conditions of Employment

FOR MORE INFORMATIO

Email: peosha@dol.nj.gov Nebsite: http://lwd.dol.state.nj.u

Additional copies of this poster (609) 777-3200.

Decupational Safety Hazards JJ Department of Labor & Workforce Development (NJDLWD) Mifice of Public Employees Occupational Safety and Health (O Phone: (609) 292-7036

Cccupational Health Hazards NJ Department of Health (NJDOH) Public Encloyees Occupational Safety and Health (PEOSH) Phone: (609) 984-1863 Email: peosit@doh.nj.gov Website: nj.gov/health/peosh

Public Employees Occupational Safety and Health (PEOSH)

## Earned Sick Leave Granupateria Spouse, domestic partner, or civil union partner of an employee's pare Sibling of an employee's spouse, domestic partner, or civil union partner Any other individual related by blood to the employee Any individual whose close association with the employee is the equiv. oor/ to learn which employees are covered by the

an sex shall not constance stateministry. 605 or at www.nicivilights.gov. For information concerning N.J.S.A. 34:11-56.1 et seq., contact the Division of Wage and Hour Compliance within the NJDLWD at 609-292-2305 or at http://wd.state.nj.us This notice must be conspicuously displayed.

New employees must receive this written notice from their employer when they begin employment, and existing employees must receive it by November 29, 2018. Employers must also post his notice in a conspicuous and accessible place at all work sites, and provide copies to employees upon request.	Advance Notice If your need for earned sick leave is foreseeable (can be planned in advance), your employer can require up to 7 days' advance notice of your intention to use earned sick leave. If your need for earned sick leave is unforeseeable (cannot be planned in advance), your employer may require you to give notice as soon as it is practical.
YOU HAVE A RIGHT TO EARNED SICK LEAVE.	sick leave is unioreseeable (cannot be planned in advance), your employer may require you to give notice as soon as it is practical.
Amount of Earned Sick Leave	Documentation
Your employer must provide up to a total of 40 hours of earned sick leave every benefit year. Your employer's benefit year is:	Your employer can require reasonable documentation if you use earned sick leave on 3 or more consecutive work days, or on certain dates specified by the employer. The law prohibits employers from
Start of Repetit Vary	requiring your health care provider to specify the medical reason for your leave.
Start of Benefit Year:	Unused Sick Leave
	Up to 40 hours of unused earned sick leave can be carried over into the next benefit year. However, your employer is only required to let you use up to 40 hours of leave per benefit year. Alternatively, your
Rate of Accrual	employer can offer to purchase your unused earned sick leave at the end of the benefit year.
You accrue earned sick leave at the rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours of leave per benefit year. Alternatively, your employer can provide you with 40 hours of earned sick leave up front.	You Have a Right to be Free from Retaliation for Using Earned Sick Leave
sick leave up none.	Your employer cannot retaliate against you for:
Date Accrual Begins	Requesting and using earned sick leave
You begin to accrue earned sick leave on October 29, 2018, or on your first day of employment, whichever is later. Exception: If you are covered by a collective bargaining agreement that was in effect on	Filing a complaint for alleged violations of the law
October 29, 2018, you begin to accrue earned sick leave under this law beginning on the date that the agreement expires.	- Communicating with any person, including co-workers, about any violation of the law - Participating in an investigation regarding an alleged violation of the law, and
Date Earned Sick Leave is Available for Use	Participating in an investigation regarding an alleged violation of the law, and     Informing another person of that person's potential rights under the law.
You can begin using earned sick leave accrued under this law on February 26, 2019, or the 120th calendar day after you begin employment, whichever is later. However, your employer can provide	Retaliation includes any threat, discipline, discharge, demotion, suspension, or reduction in hours, or any other adverse employment action against you for exercising or attempting to exercise any right
penefits that are more generous than those required under the law, and can permit you to use sick leave at an earlier date.	guaranteed under the law.
Acceptable Reasons to Use Earned Sick Leave	You Have a Right to File a Complaint
You can use earned sick leave to take time off from work when:	You can file a complaint with the New Jersey Department of Labor and Workforce Development online at nj.gov/labor/wagehour/compint/filing_wage_claim.html or by calling 609-292-2305 between the
You need diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or you need preventive medical care.	hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.
You need to care for a family member during diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or your anily member needs preventive medical care.	Keep a copy of this notice and all documents that show your amount of sick leave accrual and usage.
aming memory needs preventive metocal care. You or a family member have been the vicitim of domestic violence or sexual violence and need time for treatment, counseling, or to prepare for legal proceedings.	Reep a copy of this notice and an documents that show your amount of sick leave acculat and usage.
You need to attend school-related conferences, meetings, or events regarding your child's education; or to attend a school-related meeting regarding your child's health.	You have a right to be given this notice in English and, if available, your primary language. For more information visit the website of the Department of Labor and Workforce Development: nj.gov/labor.
· Your employer's business closes due to a public health emergency or you need to care for a child whose school or child care provider closed due to a public health emergency.	nj.gov/laborWDL
Family Members	NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
The law recognizes the following individuals as "family members:"	
Child (biological, adopted, or föster child; stepchild; legal ward; child of a domestic partner or civil union partner) Grandchild	Enforced by: NJ Department of Labor and Workforce Development Division of Wage and Hour Compliance, PO Box 389, Trenton, NJ 08625-0389 • 609-292-2305
Grandenia Siblina	This and other required employer posters are available free online at ni.gov/labor, or from the Office of Constituent Relations, PO Box 110, Trenton, NJ 08625-0110 • 609-777-3200.
Spouse	
Domestic partner or civil union partner	If you need this document in Braille or large print, call 609-292-2305. TTY users can contact this department through the New Jersey Relay: 7-1-1.

NJ DIVISION ON CIVIL RIGHTS @CivilRightsNJ #CivilRightsNJ #StopTheHate No one can retaliate against you for reporting LAD violations, filing a discrim laint, or exercising other rights under the LAI I employers, employment agencies, and labor organizations shall display this official poster in places easily visible to all employees and applicants for empl N.J.A.C. 12:8-1.2. New Jersey and Rederal laws prohibit employers from discriminating against an individual with respect to his/her pay, compensation, benefits, or terms, conditions or privileges of employment because of the individual's ex. Title VII of the Civil Rights Act of 1963 (EPA) prohibits employment discrimination is compensation based on as the filed with the VII reas the filed with the United States Equal Employment Opportunity Commission (EEOC) before they can be brought in ocur. Remedies under the TECC or directly with the court. Remedies under the TEPA may include the amount of the salary or wage due from the simplicity or privileges of employment discrimination, and encompensation based on as to be actionable under the EPA. It must be filed with the Direct requires equal skill, effort, and responsibility, and which are performed under similar working conditions. **TERESEV LAW NEW JERSEV LAW** The New JErsSEY LAW The New Jersey Law Agains Discrimination (LAD) prohibits employment discrimination based on, among other things, an individual's sex. LAD claims can be filed with the New Jersey Division on Civil Rights (NJDCR) or directly in court. Remedies under the LAD may include an order restraining unlawful discrimination, back pay, and compensatory and punitive Another State law, N.J.S.A. 34:11-56.1 et seq., prohibits discrimination in the rate or method of payment of wages to an employee because of his or her sex. Claims under this wage discrimination law may be filed with the New Jersey Department of Labor and Workforce Development (NJDLWD) or directly in court. Remedies under this law may include the full an equal amount as liquidated damages. equal amount as liquidated damages. Please be mindful that under the State wage discrimination law a differential in pay between employees based on a reasonable factor or factors other than sex shall not constitute discrimination. There are strict time limits for filing charges of employment discrimination. For more information regarding LAD claims, contact the NLDCR at 609-292-4606 or at www.njoivlinghts.gov. For inform







## 1-833-NJDCR4U 711 (Replay Service NJCivilRights.gov #CivilRightsNJ

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No one can retaliate against you for attempting to take or taking NJFLA leave, reporting NJFLA violations, or exercising other rights under the NJFLA

All entities subject to the New Jersey Family Leave Act, N.J.S.A. 34:11B-1 et seq., shall display this official poster in places easily visible to all employees and applicants for



NO SMOKING. VIOLATORS ARE SUBJECT TO FINE.

New Jersey Smoke-Free Air Act N.J.S.A. 26:3D-55





Employer: Please poster or publish this Bulletin Board Poster so that your empl see it. Please indicate where they can get forms and information on this subject

Were there major changes to... Your nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)? Your itemized deductions? Your tax credits?

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

Marry or divorce? Gain or lose a dependent? Change your name?

## MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY